

# **Memorandum of Understanding**

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***Between***

***CITY OF HAYWARD***

***And***

***SERVICE EMPLOYEES INTERNATIONAL***

***UNION LOCAL 1021***

***CLERICAL AND RELATED UNIT***

**May 1, 2007 through April 30, 2011**

## TABLE OF CONTENTS

<b><u>SUMMARY OF PROVISIONS</u></b>	<b><u>I</u></b>
<b><u>1.00 RECOGNITION, DISCRIMINATION, AND UNION ACTIVITIES</u></b>	<b><u>1</u></b>
1.01 RECOGNITION	1
1.02 DUES DEDUCTION AND SERVICE FEES PAYMENT	2
1.03 COPE DEDUCTION	3
1.04 NO DISCRIMINATION	3
1.05 SEVERANCE PAY	4
1.06 NEW EMPLOYEES	5
<b><u>2.00 PROBATIONARY PERIOD</u></b>	<b><u>5</u></b>
2.01 APPOINTMENTS SUBJECT TO PROBATIONARY PERIOD	5
2.02 RELEASE OF PROBATIONER	5
2.03 RELEASE FOLLOWING PROMOTION	6
2.04 EFFECTIVE DATE OF REGULAR STATUS	6
<b><u>3.00 LAYOFFS &amp; RESIGNATIONS</u></b>	<b><u>6</u></b>
3.01 LAYOFFS	6
3.02 RIGHTS OF RETURN	8
3.03 RESIGNATIONS	9
<b><u>4.00 WORK SCHEDULES - OVERTIME</u></b>	<b><u>10</u></b>
4.01 WORK WEEK	10
4.02 OVERTIME WORK	10
4.03 COMPENSATION FOR OVERTIME WORK	10
4.04 CALL-BACK PAY	10
4.05 MEAL PERIODS AND REST PERIODS	11
4.06 DISTRIBUTION OF OVERTIME	11
4.07 ATTENDANCE AT EVENING MEETINGS	11
4.08 ALTERNATE WORK WEEK	11
<b><u>5.00 SPECIAL PAY AND ALLOWANCES</u></b>	<b><u>12</u></b>
5.01 MEAL ALLOWANCE	12
5.02 STANDBY PAY	12
5.03 POLICE DEPARTMENT TRAINING PAY	12
5.04 BILINGUAL PAY	13
5.05 JAIL ASSIGNMENT PAY	13
5.06 PERMIT TECHNICIAN CERTIFICATION PAY	13

<b><u>6.00</u></b>	<b><u>MEET AND CONFER - TIME OFF FOR REPRESENTATIVES</u></b>	<b><u>13</u></b>
6.01	TIME OFF FOR REPRESENTATIVES	13
6.02	UNION STEWARDS	13
<b><u>7.00</u></b>	<b><u>BENEFIT PLANS</u></b>	<b><u>14</u></b>
7.01	MEDICAL INSURANCE	14
7.02	FLEXIBLE BENEFITS PLAN	15
7.03	DENTAL INSURANCE	16
7.04	FEDERAL OR STATE HEALTH PLAN	16
7.05	ALTERNATE BENEFITS	17
7.06	LIFE INSURANCE	18
7.07	MEDICAL, DENTAL, AND FLEXIBLE BENEFITS CERTAIN PART-TIME EMPLOYEES	19
7.08	VISION CARE	19
7.09	RETIRED EMPLOYEES	20
7.10	STATE DISABILITY INSURANCE - CLERICAL & RELATED UNIT (SDI)	20
7.11	DISABILITY INSURANCE - CONFIDENTIAL UNIT	20
7.12	EMPLOYEE ASSISTANCE PROGRAM	21
7.13	MEDICAL FLEXIBLE SPENDING ACCT AND DEPENDENT CARE SPENDING ACCT	21
<b><u>8.00</u></b>	<b><u>SALARY ADMINISTRATION</u></b>	<b><u>21</u></b>
8.01	SALARY ADMINISTRATION POLICY	21
8.02	SALARY AT TIME OF EMPLOYMENT	21
8.03	ELIGIBILITY FOR ADVANCEMENT IN PAY	21
8.04	ATTAINING ADVANCEMENT	22
8.05	USE OF PERFORMANCE RATINGS IN DETERMINING STEP ADVANCEMENT	22
8.06	WITHHOLDING STEP ADVANCEMENTS	22
8.07	CHANGE IN PAY UPON PROMOTION	22
8.08	CHANGE IN PAY UPON DEMOTION	23
8.09	CHANGE IN PAY UPON RECLASSIFICATION	23
8.10	ACTING PAY	23
8.11	WORK-OUT-OF-CLASS PAY	24
8.12	SPECIAL ASSIGNMENT POSITIONS	24
8.13	FLEXIBLY STAFFED CLASSIFICATIONS	25
<b><u>9.00</u></b>	<b><u>SALARIES</u></b>	<b><u>25</u></b>
9.01	SALARIES	25
9.02	SALARY SURVEY	25
9.03	PAY RAISES	25
<b><u>10.00</u></b>	<b><u>RETIREMENT PROGRAM</u></b>	<b><u>26</u></b>
10.01	RETIREMENT PROGRAM	26
10.02	SOCIAL SECURITY COVERAGE	26

<b>10.03</b>	<b>DEFERRED COMPENSATION</b>	<b>26</b>
<b><u>11.00</u></b>	<b><u>HOLIDAYS</u></b>	<b><u>26</u></b>
<b>11.01</b>	<b>HOLIDAYS OBSERVED BY THE CITY</b>	<b>26</b>
<b>11.02</b>	<b>HOLIDAYS FOR PERMANENT PART-TIME EMPLOYEES</b>	<b>27</b>
<b>11.03</b>	<b>QUALIFYING FOR HOLIDAY PAY</b>	<b>27</b>
<b>11.04</b>	<b>COMPENSATION FOR HOLIDAYS WORKED</b>	<b>28</b>
<b>11.05</b>	<b>HOLIDAY-NEW YEAR'S EVE</b>	<b>28</b>
<b>11.06</b>	<b>HOLIDAY PAY FOR TWENTY-FOUR HOUR EMPLOYEES</b>	<b>28</b>
<b><u>12.00</u></b>	<b><u>VACATIONS</u></b>	<b><u>28</u></b>
<b>12.01</b>	<b>VACATION LEAVE POLICY</b>	<b>28</b>
<b>12.02</b>	<b>VACATION ACCRUAL FOR FULL-TIME EMPLOYEES</b>	<b>28</b>
<b>12.03</b>	<b>VACATION ACCRUAL FOR PERMANENT PART-TIME EMPLOYEES</b>	<b>29</b>
<b>12.04</b>	<b>PAYMENT FOR UNUSED VACATION LEAVE</b>	<b>30</b>
<b>12.05</b>	<b>VACATION LEAVE RECORDS</b>	<b>30</b>
<b><u>13.00</u></b>	<b><u>SICK LEAVE</u></b>	<b><u>30</u></b>
<b>13.01</b>	<b>SICK LEAVE POLICY</b>	<b>30</b>
<b>13.02</b>	<b>SICK LEAVE ALLOWANCE FOR FULL-TIME EMPLOYEES</b>	<b>31</b>
<b>13.03</b>	<b>SICK LEAVE ALLOWANCE FOR PART-TIME EMPLOYEES</b>	<b>31</b>
<b>13.04</b>	<b>SICK LEAVE NOTICE AND CERTIFICATION</b>	<b>31</b>
<b>13.05</b>	<b>PAYMENT FOR UNUSED SICK LEAVE</b>	<b>32</b>
<b>13.06</b>	<b>SICK LEAVE RECORDS</b>	<b>32</b>
<b><u>14.00</u></b>	<b><u>MISCELLANEOUS LEAVES</u></b>	<b><u>32</u></b>
<b>14.01</b>	<b>BEREAVEMENT LEAVE</b>	<b>32</b>
<b>14.02</b>	<b>JURY LEAVE</b>	<b>33</b>
<b>14.03</b>	<b>MILITARY LEAVE</b>	<b>33</b>
<b>14.04</b>	<b>INDUSTRIAL DISABILITY LEAVE</b>	<b>33</b>
<b>14.05</b>	<b>LEAVE WITHOUT PAY</b>	<b>34</b>
<b>14.06</b>	<b>LEAVE OF ABSENCE</b>	<b>34</b>
<b>14.07</b>	<b>ABSENCE WITHOUT LEAVE</b>	<b>35</b>
<b>14.08</b>	<b>FAMILY AND MEDICAL LEAVE/CALIFORNIA FAMILY RIGHTS ACT</b>	<b>35</b>
<b>14.09</b>	<b>PREGNANCY DISABILITY LEAVE</b>	<b>35</b>
<b>14.10</b>	<b>PARENTAL LEAVE</b>	<b>35</b>
<b>14.11</b>	<b>CATASTROPHIC INJURY/ILLNESS TIME BANK</b>	<b>36</b>
<b><u>15.00</u></b>	<b><u>GRIEVANCES</u></b>	<b><u>37</u></b>
<b>15.01</b>	<b>GRIEVANCE DEFINED</b>	<b>37</b>
<b>15.02</b>	<b>INVESTIGATION AND REPORTING</b>	<b>37</b>

15.03	GRIEVANCE PROCEDURE	38
15.04	DISCIPLINARY ACTION	39
15.05	PERSONNEL AND AFFIRMATIVE ACTION COMMISSION	39
<b>16.00</b>	<b>MISCELLANEOUS PROVISIONS</b>	<b>39</b>
16.01	ACCIDENT REPORTS	39
16.02	UNIFORMS	40
16.03	ANNOUNCEMENT OF EXAMINATIONS AND JOB OPENINGS	40
16.04	PARTICIPATION IN PROMOTIONAL EXAMINATIONS	41
16.05	NOTIFICATION OF ADDRESS	41
16.06	PERSONNEL FILES	41
16.07	EDUCATIONAL REIMBURSEMENT	41
16.08	SAFETY	43
16.09	AMERICANS WITH DISABILITIES ACT (ADA)	43
16.10	ADVANCE NOTICE	44
16.11	USE OF CITY FACILITIES	44
16.12	INTRODUCTION OF NEW EQUIPMENT	44
16.13	PERFORMANCE RATINGS	44
16.14	COURT APPEARANCE TIME	44
16.15	TEMPORARY POSITIONS	45
16.16	EMPLOYEE DEVELOPMENT	45
16.17	VOLUNTEER PROGRAMS	46
16.18	COMMUNITY BENEFIT	46
16.19	LIGHT DUTY ASSIGNMENTS	46
16.20	IMPLEMENTATION OF ALCOHOL AND DRUG TESTING PROGRAM	46
16.21	COMMUNICATIONS CENTER	47
16.22	EMPLOYEE RECOGNITION	48
<b>17.00</b>	<b>SEPARABILITY OF PROVISIONS</b>	<b>48</b>
17.01	SEPARABILITY OF PROVISIONS	48
<b>18.00</b>	<b>NO STRIKE</b>	<b>48</b>
<b>19.00</b>	<b>LIBRARY PAGES</b>	<b>48</b>
19.01	LIBRARY PAGES	48
19.02	APPLICATION OF MOU SECTIONS TO LIBRARY PAGES	49
19.03	RELEASE FOLLOWING PROMOTION	49
19.04	COMPENSATION FOR OVERTIME WORK	49
19.05	MEDICAL COVERAGE FOR PAGES	49
19.06	RETIREMENT BENEFITS FOR PAGES	49
19.07	HOLIDAYS FOR PAGES	50
19.08	VACATION BENEFITS FOR PAGES	50
19.09	SICK LEAVE BENEFITS FOR PAGES	50
19.10	BEREAVEMENT LEAVE FOR PAGES	51
19.11	JURY LEAVE FOR PAGES AND SENIOR PAGES	51

<b>19.12 BILINGUAL PAY FOR PAGES</b>	<b>51</b>
<b><u>20.00 DURATION</u></b>	<b><u>52</u></b>
<b><u>APPENDIX A – SALARY INCREASES</u></b>	<b><u>54</u></b>
<b><u>APPENDIX B – TOTAL EQUITY ADJUSTMENTS</u></b>	<b><u>61</u></b>
<b><u>APPENDIX C - SIDE LETTERS</u></b>	<b><u>63</u></b>

**CITY OF HAYWARD**  
**and**  
**SEIU LOCAL 1021**  
**CLERICAL & RELATED UNITS**

**SUMMARY OF PROVISIONS**

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This summarizes the provision changes in the Memorandum of Understanding covering the period May 1, 2007 - April 30, 2011.

1. Section 1.01 Recognition – Added following classifications to Unit list: Senior Permit Technician, Senior Animal Control Officer, Senior Crime Prevention Specialist and Veterinary Technician.
2. Section 1.02 Dues Deduction - Payroll deduction provided for COPE contributions.
3. Section 4.01 Work Week - Definition of City work week clarified.
4. Section 4.05 Meal Periods – Language clarified.
5. Section 5.01 Meal Allowance – Increased from \$8.00 to \$10.00.
6. Section 5.03 Police Department Training Pay – Up to 4 JTO's and 4 CTO's that have obtained training certification shall be paid an ongoing 5% differential. Other employees assigned training responsibilities shall be paid a 2.5% differential for the duration of the training assignment.
7. Section 5.08 Permit Technician Certification Pay – Permit Technicians and Senior Permit Technician who obtain and maintain a current ICBO certification shall be paid a 5% differential.
8. Section 7.02 Medical Insurance - Current employees and employees hired on or after Union ratification and City Council approval of this MOU are eligible for up to 100% of the City contribution for the second highest CalPERS plan option. Employees currently enrolled in

PERSCare health plan shall be eligible for 100% of the City contribution of the premium cost through December 31, 2008.

9. Section 7.03 Dental Insurance - Orthodontics increased from \$2,000 to \$2,500 lifetime maximum.
10. Section 7.05 Alternate Benefits - City contribution increased from \$131 to \$150 for single-party coverage; from \$238 to \$270 for two-party coverage and from \$310 to \$350 for two-party plus coverage.
11. Section 7.06 Life Insurance - City paid coverage increased from \$30,000 to \$50,000.
12. Section 7.09 Retired Employees - For employees who retire after December 31, 2007 and have 10 years of service, the City will pay \$274.72 toward retiree medical costs. Employees employed by the City on December 31, 2007 with at least 5 years of service will be eligible for retiree medical at this benefit level.
13. Section 7.11 State Disability Insurance - Clarifies integration of paid leave and State Disability Insurance benefits.
14. Section 8.10 Acting Pay – Clarifies acting assignment criteria.
15. Section 8.11 (New) Work-out-of-Class Pay – Establishes 5% differential for work-out-of-class assignment.
16. Section 11.01 Holidays Observed by the City – Adds Christmas Eve as an observed holiday and provides that if Christmas Eve falls on a Sunday, the holiday shall be observed on the previous Friday. If holiday falls on a Saturday, the previous Friday shall be observed as a holiday. If an employee is unable to be released for the last 4 hours of work on New Year's Eve the employee shall receive 4 hours compensatory time or vacation.



17. Section 13.05 Payment for Unused Sick Leave – Payment for unused sick leave shall include City-paid PERS contribution in the computation of an employee's annual salary.
18. Section 14.04 Industrial Disability Leave - Employee eligible for up to one year during any three year period.
19. Sections 12, 13 and 14 Vacation, Sick Leave and Miscellaneous Leaves – Adds clarifying language.
20. Section 9.0 Salaries – General salary increases shall be as follows:
- |                       |    |                                       |
|-----------------------|----|---------------------------------------|
| Effective May 1, 2007 | 3% | Plus 1/3 applicable market adjustment |
| Effective May 1, 2008 | 3% | Plus 1/3 applicable market adjustment |
| Effective May 1, 2009 | 4% | Plus 1/3 applicable market adjustment |
| Effective May 1, 2010 | 4% |                                       |

**MEMORANDUM OF UNDERSTANDING**

**between**

**CITY OF HAYWARD**

**and**

**SERVICE EMPLOYEES INTERNATIONAL, LOCAL 1021 CLERICAL AND  
RELATED UNIT**

On the date hereinafter subscribed, authorized representatives of the City of Hayward, herein called "City" and authorized representatives of the Service Employees International Union Local 1021, herein called "Union", made and entered into this Memorandum of Understanding. It is understood and agreed that this Memorandum of Understanding supersedes and replaces that Memorandum of Understanding made and entered into May 1, 2002 by and between the City of Hayward and Service Employees International, Local 790.

This Memorandum of Understanding is subject to all applicable federal laws, state laws and the Charter of the City of Hayward; and all ordinances, resolutions, Administrative Rules and Personnel Rules of the City except as expressly provided to the contrary by this Memorandum of Understanding.

**1.00 RECOGNITION, DISCRIMINATION, AND UNION  
ACTIVITIES**

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**1.01 Recognition**

Effective 2007, SEIU restructured its local union affiliates and SEIU Local 790 merged into SEIU Local 1021. The City has recognized Local 1021 as the majority representative for this Clerical and Related Unit of employees. The Union has agreed to indemnify the City in the event of claims arising against the City as a result of City recognition of Local 1021. During the term of this Memorandum of Understanding, SEIU agrees to indemnify, defend and hold the City of Hayward and its agents harmless against any claims made of any nature and against any suit instituted against the City of Hayward arising from this agreement and/or the City's recognition of Local 1021. The City agrees that, prior to retaining private counsel, the City will consult with the local union's counsel about (1) whether the City can be defended by union's counsel, (2) whether proposed private counsel has a conflict of interest with the local union or its predecessor, and (3) the costs of retaining the proposed private counsel.

The City therefore recognizes the Union, SEIU Local 1021, formerly SEIU Local 790, as the majority representative for the Clerical and Related Unit of employees consisting of the following classifications (excluding those positions assigned to the Confidential Unit) as well as any new classifications which may be assigned to this representation unit by the City Manager.

Prior to placement on a Personnel Board Agenda, the City will notify the Union of any proposed title change, or creation, modification or deletion of a classification assigned to the Clerical and Related or Confidential represented unit.

### ***Clerical and Related Unit***

Account Clerk  
Administrative Clerk I  
Administrative Secretary  
Animal Control Officer  
Community Service Officer  
Crime Scene Technician

Data Systems Operator  
Library Assistant  
Mail and Stock Clerk  
Permit Technician  
Police Records Clerk I  
Purchasing Assistant  
Senior Account Clerk  
Senior Animal Care Attendant  
Senior Communications Operator  
Senior Customer Account Clerk  
Senior Library Assistant  
Senior Permit Technician  
Senior Secretary

Accounting Technician  
Administrative Clerk II  
Animal Care Attendant  
Communications Operator  
Crime Prevention Specialist  
Customer Account Clerk  
Lead Customer Account Clerk  
Lead Library Assistant  
Library Page  
Mail Clerk  
Police Officer Trainee  
Police Records Clerk II  
Secretary  
Senior Accounting Technician  
Senior Animal Control Officer  
Senior Crime Prevention Specialist  
Senior Jailer  
Senior Library Page  
Senior Police Records Clerk  
Veterinary Technician

### ***Confidential Unit***

Administrative Clerk I (Confidential)  
Administrative Clerk II (Confidential)  
Administrative Secretary (Confidential)  
Executive Assistant  
Legal Secretary I  
Legal Secretary II  
Secretary (Confidential)  
Senior Secretary (Confidential)

## **1.02 Dues Deduction and Service Fees Payment**

The City agrees to deduct one month's current and periodic union dues from the pay of each employee who has on file with the City a currently effective payroll deduction authorization for this purpose or who shall hereafter voluntarily execute and deliver to the City the payroll deduction authorization provided by the Union and approved by the City for this purpose.

The parties hereto recognize that membership in the Union is not compulsory, that employees have the right to join, not join, maintain, or drop their membership in the Union, and that neither party shall exert any pressure on nor discriminate against an employee regarding such matters. The Union agrees it is obligated to represent all of the employees in the Unit fairly and equally, without regard to whether or not an employee is a member of the Union.

Effective January 1, 1982, any employee who was a member of the Union on November 1, 1981 and who subsequently withdraws from membership in the Union, and all employees in the Unit hired on or after January 1, 1982 shall, as a condition of continued employment, either be required to belong to the Union, or to pay to the Union an amount equal to that which would be paid by an employee who decides to become a member of the Union at the time of employment.

The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the dues or service fees checkoff authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this connection, all other legal and required deductions have priority over union dues.

The Executive Secretary of Service Employees International Union, Local 1021 shall notify the Director of Finance in writing as to the amount of such dues uniformly required of all members of the Union.

Section 1.02 does not apply to the Confidential Unit.

Monies withheld by the City shall be transmitted to the Officer designated in writing by the Executive Secretary of the Union as a person authorized to receive such funds, at the address specified. Service Employees International Union, Local 1021 shall indemnify, defend, and hold the City of Hayward harmless against any claims made, and against any suit instituted against the City of Hayward on account of checkoff of employee organization dues or service fees. In addition, the Union shall refund to the City of Hayward any amount paid to it in error upon presentation of supporting evidence.

### **1.03 COPE Deduction**

Upon receipt of the appropriate form generated by the Union, the City shall deduct designated amounts to be contributed to the Union's political action committee (COPE) through payroll deduction.

### **1.04 No Discrimination**

To the extent prohibited by applicable state and federal law there shall be no discrimination because of race, religious creed, color, national origin, sex, age, disability status or legitimate union activities against any employee or applicant for employment by the Union or by the City or by anyone employed by the City. The Union agrees not to discriminate against, or take punitive action against, any employee who, in the course of a job assignment is required to direct the work and/or provide input into the performance evaluation of other members of the representation unit.

## 1.05 Severance Pay

The parties recognize that the City may sub-contract work performed by employees in the representation unit for reasons of economy and/or efficiency. The City will notify the Union in writing at least thirty (30) days prior to recommending to the City Council the sub-contracting of work, or the administrative execution of such a contract, if the sub-contracting will result in the reduction of positions in the representation unit. This provision shall not apply to the temporary sub-contracting of work as provided in Section 16.15 of this Memorandum of Understanding. In the event employees are placed on layoff as a direct result of the City's subcontracting such work, said employees shall be entitled to severance pay in accordance with the following conditions:

- A. This provision shall be applicable only to employees who are placed on layoff on or after May 1, 1998 as the result of the sub-contracting of work on or after May 1, 1998.
- B. Employees whose jobs are abolished as a result of sub-contracting shall have the right to bump pursuant to the provisions of Section 3.01 C of this Memorandum of Understanding. Those employees who are ultimately placed on layoff as a result of such bumping activity and/or those employees who are directly placed on layoff as a result of the abolition of their positions because of sub-contracting of work may elect to receive severance pay in lieu of the rights of return to which they would otherwise be entitled by reason of the provisions of Section 3.02 of this Memorandum of Understanding. Such option must be exercised no earlier than thirty (30) consecutive days, nor later than ninety (90) consecutive days, following the effective date of layoff. If the option is not exercised within this time period the employee shall forego entitlement to severance pay.

Additionally, no entitlement to severance pay shall exist if an employee on layoff is recalled to work prior to exercising the option for severance pay.

- C. Severance pay shall be calculated on the basis of the employee's regular straight time hourly rate at the time of layoff and shall be paid in accordance with the following schedule:
  - 1. 40 hours pay for employees who have completed one or more, but less than five (5) continuous years of service with the City.
  - 2. 80 hours pay for employees who have completed five (5) or more, but less than eight (8) years of continuous service with the City.
  - 3. 120 hours of pay for employees who have completed eight (8) or more, but less than twelve (12) continuous years with the City.
  - 4. 160 hours of pay for those employees who have completed twelve (12) or more years of continuous service with the City.

Severance pay provided herein shall be paid in a lump sum, and shall not be counted as time worked for the purpose of qualifying for employment benefits otherwise provided employees in an active employment status.

- D. Notwithstanding the provisions of Section 1.05 B above, the City, in its sole discretion, may elect to recall selected employees who have received severance pay and who have otherwise forfeited rights of return. An

employee so recalled as the result of the City exercising this right shall be returned to the employment status and salary step held in the position occupied at the time of layoff. In the event such employee is recalled to a lower classification previously held, said employee shall receive the same salary step and employment status as if he/she had bumped into that classification. Additionally, original dates of hire in all classifications in which the employee has previously served may be restored. If such employee is subsequently laid off pursuant to the provisions of Section 3.01 that employee shall not be entitled to the election provided in Section 1.05 B. The City may not exercise the rights provided in this Section 1.05 D until re-employment lists for the classifications involved have either been exhausted or have expired.

## **1.06 NEW EMPLOYEES**

City will provide all new employees hired into classifications in the Confidential Clerical & Related Unit a copy of the current Memorandum of Understanding. The City will further advise such new employees that Service Employees International Union, Local 1021, is the recognized employee organization for members of the unit.

## **2.00 PROBATIONARY PERIOD**

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### **2.01 Appointments Subject to Probationary Period**

All appointments to full time positions other than temporary and provisional appointments, and appointments to part-time positions regularly scheduled to work twenty (20) or more hours per week shall be subject to a probationary period. Employees in part-time positions who are scheduled to work less than twenty (20) hours per week may be released at any time without right of appeal. The regular period of probation shall be six (6) months, but longer periods may be specified in individual classification descriptions and shall apply to all positions in the classification. Extension of probationary periods up to a maximum of six (6) months may be approved by the City Manager in individual cases.

An employee promoted to a higher position who, at the time of promotion is serving in such position in an acting or provisional status, may have all or a portion of the time continuously served in acting or provisional status credited towards satisfaction of the probationary period for the position. Credit allowed for this purpose, if any, shall be at the sole discretion of the Department Head, and shall not affect the employee's effective date of regular status in the promoted position.

### **2.02 Release of Probationer**

All probationary employees shall be evaluated at regular intervals during their probationary period. During the probationary period an employee may be released at any time without right of appeal. Written notice of release designating the effective date of such action shall be furnished the probationer.

## **2.03 Release Following Promotion**

Any employee released during the probationary period following promotion shall be reinstated at the former salary step to his or her former position or a position in the class from which promoted unless the reason for release is cause for dismissal. If no vacancy exists in this class, the employee with the least amount of time in this class shall be demoted to the most recent class in which he or she has satisfactorily served. Any employee caused to be released by such action shall be placed on a reemployment register for the classification from which released. Any employee who is released during a probationary period following promotion shall retain appeal rights to dismissal from the City but not the right to appeal the release from the position from which demoted.

## **2.04 Effective Date of Regular Status**

Upon attaining regular status as a full time employee or as a regular part-time employee, the effective date shall revert to the date of initial probationary employment.

## **3.00 LAYOFFS & RESIGNATIONS**

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### **3.01 Layoffs**

Whenever there is a lack of work or a lack of funds requiring reduction in personnel in a department or division of the City government, the required layoffs shall be made in such job classification(s) set forth in the Classification Plan of the City of Hayward as the Department Head may designate in accordance with the following procedures. Vacant positions which are affected by proposed staff reductions will not be filled prior to the implementation of layoff activity.

- A. Employees shall be laid off in inverse order of their length of service within the affected job classification.
  - 1. Length of service for the purpose of this Section 3.01 shall mean an employee's continuous uninterrupted service within a classification from the effective date of appointment as a probationary or part-time employee in that classification.
  - 2. An interruption in length of service within a classification shall occur as a result of any one of the following:
    - a. Discharge for cause
    - b. Voluntary resignation
    - c. Retirement for service or disability
    - d. Absence from work for thirty-six (36) consecutive months because of layoff
    - e. Failure to return from layoff as provided in Section 3.02
    - f. Failure to return from an approved leave of absence upon the date specified for return at the time said approval was granted.

Provisional and acting appointments to a classification shall not be construed as service in such classification unless such provisional or acting appointment was contiguous with appointment to such classification in a probationary or part-time status.

3. Whenever the effective date of appointment to a classification is the same for two or more employees, the original date of hire as a probationary or part-time employee with the City shall be used to determine which employee has greater length of service within the classification. The employee with the earlier original date of hire with the City shall be considered to have the greater length of service within the classification in this situation.
- B. Within each affected job classification all provisional employees shall be laid off before probationary employees and all probationary employees shall be laid off before any regular employees provided, however, that part-time employees whose length of service is less than any probationary or regular employee shall be laid off before such probationary or regular employee. Thereafter, if additional reductions in personnel are required, those employees with the least length of service within the affected classification shall be laid off. Any temporary hire, assigned to a budgeted position in a class where layoffs are required, will be laid off prior to the layoff of a regular or probationary employee in that class.

Furthermore, the City will request laid off employees to complete a form indicating those City jobs for which they are qualified and which they are willing to perform. When temporary assignments become available in positions indicated, Department Heads and managers will evaluate the employees' qualifications for the job and hire into temporary assignments those individuals deemed suitable. If during a period of such temporary employment a vacancy occurs in which an employee has rights of recall, the provisions of Section 3.01 and 3.02 of the MOU will apply.

- C. As an alternative to layoff, an employee with regular, probationary or part-time status who is displaced from his or her classification in accordance with the procedures provided in paragraphs (A) and (B) of this Section shall be allowed to bump to a classification at the same salary level or to a classification at the next lower salary level provided the classification to which bumped is one in which he or she has previously served in a regular, probationary or part-time status and where the original date of appointment to said classification, as defined in Section 2.04 predates that of at least one employee presently serving therein. As an exception to the foregoing, an employee may bump into a classification previously held and where his or her original date of appointment to that classification predates that of at least one employee presently serving therein and where said classification carries a higher salary level only if such higher salary level resulted solely from the application of an equity salary adjustment.
  1. Bumping rights afforded an employee pursuant to this Section shall include access to those classifications in which employee has previously served but which may since have been re-titled but where, as determined by the City, no substantive changes have been made in the duties or qualifications for the classification(s) in question. Such determination by



the City shall be subject to the grievance procedure of this Memorandum of Understanding.

2. Prior to employees being laid off the City shall post on official bulletin boards and provide the Union with status registers for all affected classifications within the representation unit. Said lists shall include the names of all present employees who have held these classifications and their appointment dates thereto.
  3. An employee eligible to bump into another classification pursuant to this paragraph (C) shall have five (5) calendar days after notice of assignment by the City Manager to a position in that classification in which to accept such assignment. If the affected employee fails to accept such assignment within said five (5) calendar day period, employee shall be laid off. An employee so assigned shall be placed at a salary step in the range for the classification to which he or she bumps which is closest to the employee's former rate of pay but which does not exceed the salary step held by the employee in the classification from which displaced.
  4. In the event an employee bumps to an occupied or vacant position that is "flexibly" staffed as reflected in the Positions and Salaries Resolution, assignment to said position shall be at the level which the employee previously held.
  5. An employee who is bumped into a lower class previously held shall have the choice to bump into a position in his/her current division held by a less senior employee or bump into a vacant position in the same classification elsewhere in the City.
- D. When employees are scheduled for layoff by the City, the affected employee and the Union will be given at least two (2) weeks notice if possible. The City shall attempt, in so far as is possible, to accomplish any contemplated reduction in personnel by attrition rather than by layoff.

When an employee slated for layoff possesses the qualifications for another class in which there exists an opening and for which there is no eligible list, the City will consider the provisional appointment of the employee to the alternate position pending completion of a recruitment and testing process. An employee provisionally appointed under this provision may compete with other applicants for that position.

- E. In the event employees are scheduled to be laid off, other employees with greater length of service within the same classification may elect to be laid off in lieu of those employees scheduled for such layoff.
- F. Employees laid off shall be placed on a reemployment register for the period of two years for the classification held at time of layoff.

### **3.02 Rights of Return**

As position vacancies occur, employees on layoff and those occupying positions to which they have bumped shall be afforded return rights in the order of their length of service in the classification(s) in which such vacancies occur.

- A. An employee shall have ten (10) calendar days from the mailing by certified mail of a notice of return to employee's address of record on file in the Human

Resources Department to indicate acceptance of such return and agreement to report for work as specified in the notice.

- B. Employees in layoff status shall retain all credited sick leave earned but unused at the time of layoff. An employee on layoff shall not earn vacation leave credit while in layoff status. Upon an employee's return from layoff employee shall be credited with proportionate vacation leave for the balance of the calendar year. The amount of such credit shall be based upon continuous uninterrupted service with the City including time spent in layoff status. Use of vacation leave so credited shall be subject to the provisions of Section 12.02 of this Memorandum of Understanding.
- C. Employees who are displaced from their classifications by virtue of layoff shall be placed on a reemployment register for the classification they held at the time the layoff occurred, hereinafter referred to as the "primary" register. They shall also be placed on reemployment registers for classifications previously served in, hereinafter referred to as "secondary" registers. If an employee fails to respond to such notice of return within the prescribed time period or declines to return from layoff to a secondary register classification employee's name shall be removed from said secondary register and employee shall no longer be eligible for recall to that classification. If an employee fails to respond to notice of return within the prescribed time period or declines return to the primary register classification he or she will be considered to have voluntarily resigned employment with the City.
- D. Full-time employees who have bumped to a part-time position, or who have been recalled from layoff to a part-time position, shall be afforded an opportunity to return to full-time status as position openings become available. Such right of return shall be subject to the "length-of-service" and "service within classification" requirements provided in Sections 3.01 and 3.02 of this Memorandum of Understanding.
- E. Employees who request and are granted voluntary demotion to a vacant position in lieu of layoff shall be afforded the same rights of return as employees who have exercised bumping rights.
- F. An employee who, in lieu of layoff, was transferred to another position within the same classification shall be notified of an opening in the previous position and shall be afforded an opportunity to apply for reinstatement to that position.

### **3.03 Resignations**

Any employee wishing to leave the employ of the City in good standing shall file with the department head at least two (2) weeks before leaving the service, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the City Manager through the Human Resources Director with a statement by the department head as to the resigned employee's service performance. Failure of the employee to submit a written resignation as provided herein shall be entered on the service record of the employee and may be cause for denying future employment by the City.

## **4.00 WORK SCHEDULES - OVERTIME**

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### **4.01 Work Week**

The normal work week for all full-time employees shall consist of forty (40) hours during each seven (7) day work period. For payroll purposes, the City's work week shall commence at 12:01 am on the Monday preceding each bi-weekly pay period. The work week for employees on Alternate Work Schedules may be modified based on individual schedules to accommodate forty (40) hours in a seven (7) day work period.

### **4.02 Overtime Work**

Work actually performed by full time employees in excess of eight (8) hours in a day for employees scheduled to work five eight-hour days, (or in excess of ten (10) hours for employees scheduled to work four ten-hour days) shall be classed as overtime work. For the purpose of this section, time paid for but not worked shall not be counted in determining the amount of overtime, if any, worked in a single day. Work performed by an employee on a regularly scheduled day(s) off in excess of forty (40) compensated hours in that work week shall be classed as overtime work.

The City may require employees to work more than the normal eight or ten hours per day or forty hours per week and also to work outside the employees' scheduled work day or work week. Any work required of part-time employees in excess of forty (40) compensated hours in the employee's scheduled work week shall be classed as overtime work.

### **4.03 Compensation for Overtime Work**

Overtime work when directly ordered by the department head shall be compensated by pay at the rate of time-and-one-half (1½) the straight time rate, or time off with pay at the rate of time-and-one-half (1½) the straight time rate.

During a calendar year, employees may, at their sole discretion, accumulate up to a maximum of 120 hours of compensatory time; provided however, that by the end of the pay period which includes December 31, the maximum accumulation of compensatory time shall not exceed 80 hours. Thereafter, the City may elect to compensate employees with overtime pay or compensatory time off for all hours of overtime worked.

Employees may request, and subject to approval of the department head or his/her designee, use of compensatory time off up to the maximum allowable pursuant to this section. In the event a department head schedules use of compensatory time off by an employee, a 24 hours notice shall be provided.

### **4.04 Call-Back Pay**

An employee who has completed a regular shift, and has been released for the day, who is then called back to work shall be paid at the applicable overtime rate for a minimum of two (2) hours.

#### **4.05 Meal Periods and Rest Periods**

- A. Employees scheduled to work a shift that is between 3.5 and 5 hours in duration shall be assigned a 15 minute paid rest period at approximately the midpoint of the work shift.
- B. Employees scheduled to work a shift that is between 5 and 8 hours in duration shall be assigned a one-half or hour unpaid meal period each day within a two hour period at the midpoint of each shift and a 10 minute paid rest period during the first half of the work shift, and another 10 minute paid rest period during the second half of the work shift. However, the meal period may be waived by mutual consent if the work shift is not to be more than 6 hours.
- C. Employees scheduled to work a shift that is between 8 and 10 hours in duration shall be assigned a one-half or hour unpaid meal period each day within a two hour period at the midpoint of each shift and a 15 minute paid rest period during the first half of the work shift, and another 15 minute paid rest period during the second half of the work shift.

#### **4.06 Distribution of Overtime**

Work outside of the scheduled work day and work week shall be assigned to employees on an equitable and even basis in so far as reasonably possible among those employees who are employed in the classifications in the departments in which the overtime work occurs, and who are qualified and available for such work. Employees with the most seniority within said classifications shall be assured the first opportunity for overtime on a rotating basis in equalizing overtime. Employees who are successfully contacted and state that they are not available for work shall be deemed to have worked the same number of hours as the employee performing the assignment.

#### **4.07 Attendance at Evening Meetings**

An employee who, in the performance of his or her duties, is required to be in attendance at an evening meeting shall be guaranteed a minimum of three (3.0) hours compensation at the applicable straight time or overtime rate for such assignment.

#### **4.08 Alternate Work Week**

- A. In departments where interest regarding alternate work schedule adjustments has been expressed by either management or employees, appropriate management personnel will meet with steward and interested employees to determine whether or not the proposed work schedule will have an adverse impact on service to citizens (i.e. phone coverage, front counter coverage, etc.)
- B. If a positive finding is made, the proposed work schedule shall be attempted on a trial basis for a period up to 6 months.
- C. Should the City determine during the trial period that the work schedule adversely affects customer service, the City will have the right to terminate the trial period and revert to the original work schedule.
- D. At the conclusion of the trial period, management and employees involved will jointly evaluate whether any adverse impact has been identified.

- E. In the event the City wishes to terminate the adjusted work schedule under review, the Union will be given 30 days notice and given the opportunity to provide feedback.
- F. The Department Head, upon consideration of the results of the trial period and following the meeting with the union, will decide whether to terminate or continue the adjusted work schedule.
- G. It is the understanding that the provisions of the item are not subject to the grievance procedure in the Memorandum of Understanding.

## **5.00 SPECIAL PAY AND ALLOWANCES**

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### **5.01 Meal Allowance**

A \$10.00 meal allowance shall be provided to employees required to work two (2) or more hours of overtime when such overtime is worked at the end of or prior to the start of a shift, or as a result of an unscheduled call-back on scheduled days off. For each additional four (4) hours worked, the employee shall receive an additional \$10.00 meal allowance.

### **5.02 Standby Pay**

Crime Scene Technicians, Animal Control Officers, Sr. Animal Control Officers or Community Service Officers who are required to be available on a standby basis for possible service calls or duty during their off shift hours shall receive a standby allowance as follows:

- (1) Employees on standby on weekdays (i.e., a sixteen (16) consecutive hour period commencing with the end of the regular scheduled work shift Monday through Friday) shall receive a standby allowance of one (1) hour's pay at the employee's regular hourly rate for each weekday night of standby required.
- (2) Employees on standby on regular scheduled days off and on holidays (i.e., a twenty-four consecutive hour period commencing at 8:00 A.M.) shall receive a standby allowance of the two (2) hours pay at the employee's regular hourly rate for each of the aforementioned days of standby required.

An employee on standby who is called out on a service call shall receive, in addition to the standby allowance provided above, compensation at the overtime rate for work actually performed during such standby. In the event an employee on standby is called out on a service call(s), employee shall be guaranteed a minimum of two (2) hours work or two (2) hours pay at the overtime rate for the entire standby period as defined above.

### **5.03 Police Department Training Pay**

Police Department employees assigned to train new Police Department employees as required by the Commission of Police Officer Standards and Training (POST) and/or Standards and Training for Corrections (STC) shall receive 5% differential pay to no more than four (4) assigned JTO's (Jail Training Officers) and 5% differential pay to no more than four (4) assigned CTO's (Communications Training Officers) on an on-going basis on the condition that employees receiving the

differential pay have obtained training certificates and will provide training as needed for the duration of the assignment. 2.5% training pay, under the terms of the current agreement, will be paid to any additional employees for assigned training responsibilities for the duration of the assignment. Selection of employees for a training assignment and removal of employees from training assignment shall be at the sole discretion of the Chief of Police.

#### **5.04 Bilingual Pay**

Department heads shall identify those employees who are required in the performance of their duties to converse with the public in a language other than English. Employees so designated, who have demonstrated their competency in a second language shall receive bilingual pay in the amount of Thirty Dollars (\$30) per pay period until such time as the designation is revoked.

#### **5.05 Jail Assignment Pay**

Employees in the classifications of Community Service Officer who are assigned to the jail and are performing the duties of a Jailer shall receive jail assignment pay in the amount of 5% of his / her regular straight time hourly rate for all hours worked in such assignment.

#### **5.06 Permit Technician Certification Pay**

Permit Technicians and Senior Permit Technicians who obtain and maintain a current International Conference of Building Officials (ICBO) certification shall receive a 5% differential.

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### **6.00 MEET AND CONFER - TIME OFF FOR REPRESENTATIVES**

#### **6.01 Time Off for Representatives**

The City shall allow reasonable time off during regular work hours without loss of compensation or other benefits to not more than four (4) employee representatives when formally meeting and conferring with representatives of the City on matters within the scope of representation.

#### **6.02 Union Stewards**

##### ***A. Clerical and Related Units***

A steward and one (1) alternate steward shall be appointed by the union in each of the following work areas:

- City Center Building (2)
- Miscellaneous
- Library

The union shall also appoint a steward in the following work areas in the Police Department:

Communications Center

Jail

Member-at-Large

Records Bureau

The Union shall provide the City Manager or his/her designee with timely written notification of the names of chapter executive board members and stewards.

### ***B. Confidential Unit***

A Steward and one (1) alternate steward shall be appointed by the union.

The work area designations specified above may be modified by mutual agreement of the parties.

### ***C. Release Time for Union Stewards***

A specified number of employee representatives, as agreed upon by the City and the Union, may be released from work for the purpose of attending union/management meetings with department heads or other managers. Employee representatives shall not leave their work stations or assignments without specific approval of the department head or other authorized City Management official.

The City agrees to continue discussions of release time for Union Stewards to participate in Union trainings.

## **7.00 BENEFIT PLANS**

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### **7.01 Medical Insurance**

The City contracts with the California Public Employees' Retirement System (CalPERS) for the purpose of providing medical insurance benefits for active employees, eligible retired employees and eligible survivors of retired employees. Eligibility of retired employees and survivors of retired employees to participate in this program shall be in accordance with regulations promulgated by CalPERS.

The City shall pay a monthly premium amount on behalf of each active employee who subscribes for coverage. In the event PERS requires a minimum employer payment in excess of \$97.00 per month, the City shall pay such additional amounts during the term of this Memorandum of Understanding only.

The City shall pay \$9.80 per month on behalf of each eligible retired employee or eligible survivor of a retired employee who subscribes for coverage. In the event PERS requires a minimum employer payment in excess of \$9.80 per month, the City shall pay such additional amounts during the term of this Memorandum of Understanding only.

## **7.02 Flexible Benefits Plan**

The City shall continue in effect a Flexible Benefits Account for each full-time employee in regular or probationary status who is enrolled in one of the PERS medical insurance plans offered by the City. The City shall make a monthly payment to each employee's Flexible Benefits Account in an amount which, when combined with contribution amounts specified in Section 7.01 of this Memorandum of Understanding, is sufficient to pay 100% of the premium required of the employee by reason of his / her enrollment, and the enrollment of eligible dependents, if any, in a PERS medical insurance plan. For the purpose of this section, a dependent is defined as a person who satisfies the definition of dependent in the PERS medical insurance plan in which the employee is enrolled.

Employees are eligible to enroll in the CalPERS medical plan of their choice, pursuant to CalPERS regulations. After Union ratification and City Council approval of the MOU, the City agrees to pay up to 100% of the premium cost for any CalPERS plan, with the exception of the most costly plan. Currently the most costly plan is PERSCare. With the exception of employees currently enrolled in the most costly plan (PERSCare), any employee wishing to enroll in the most costly plan (currently PERSCare) shall pay the difference in premium between the most costly plan and the second most costly plan, currently Blue Shield. Employees currently enrolled in the PERSCare health plan shall be eligible for 100% City contribution toward the premium only through December 31<sup>st</sup> 2008.

The City shall pay in full for the second most costly CalPERS plan, or any lower cost plan, and employees wishing to enroll in the highest cost plan will pay the difference in cost between the second most costly and the highest plan. Should a new plan be created that is lower in cost than the current most costly plan but higher in cost than the other plans currently offered, the parties shall meet and confer regarding new City premium contributions.

In no event shall the sum of the City's contributions pursuant to the provisions of Sections 7.01 and 7.02 of this Memorandum of Understanding exceed the premium rate which is in effect on the expiration date of this Memorandum of Understanding for the PERS medical insurance plan in which the employee is enrolled.

The City will not treat these monies under the Flexible Benefits plan as compensation subject to income tax withholding unless the Internal Revenue Service or the Franchise Tax Board indicates that such contributions are taxable income subject to withholding. Each employee shall be solely and personally responsible for any federal, state or local tax liability of the employee that may arise out of the implementation of this section or any penalty that may be imposed therefor.

A change in the City's contribution by reason of an employee's adding eligible dependents for coverage and/or by reason of a change in plan enrollment by the employee shall be in accordance with regulations promulgated by PERS and the medical plan provider. Each employee shall be responsible for providing immediate written notification to the Human Resources Director of any change to the number of his/her dependents which affects the amount of the City's payment to the Flexible Benefits Account. An employee who, by reason of failing to report a change in dependents, receives a City payment greater than the amount to which he or she is



entitled shall be liable for refunding the excess amounts received via a reduction in the amount paid to his or her Flexible Benefits Account. Changes to flexible benefit payments required because of a change in an employee's number of dependents shall take effect at the start of the first pay period in the month next following the month in which advice from the employee is received by the Human Resources Director. No retroactive increases to the City's payments shall be allowed.

### **7.03 Dental Insurance**

The City shall pay 100% for dental insurance coverage for full time employees, other than temporary and provisional employees, and their eligible dependents.

Benefits under the Delta Dental plan shall include the following: 100% payment of diagnostic and preventative services (exempt from deductible); 80% payment for other basic services, and crowns and cast restorations; 70% payment for prosthodontics; 50% payment for orthodontics (adults and children). Deductibles each calendar year shall be \$25 per person with a maximum of \$75 per family. Maximum benefit payments shall be \$2000 per year for each patient except for orthodontics which shall carry a \$2,500 lifetime maximum benefit per patient.

In the event the premium rate charged by the dental insurance carriers is increased, the City shall pay the additional amounts on behalf of employees during the term of this Memorandum of Understanding only.

The City reserves the right to provide dental care benefits under a plan or through a carrier of its choice. Alternate coverage may be provided through a consortium of public agencies or private employers which may be formed for the purpose of providing dental care benefits for employees; or through a program of self-insurance. In the event the City exercises this option the alternate coverage shall be substantially equivalent to the coverage in effect at such time as a change in carriers takes effect.

### **7.04 Federal or State Health Plan**

If, pursuant to any federal or state law which may become effective subsequent to the effective date of this Memorandum of Understanding, the City is required to pay contributions or taxes for hospital-medical, dental care, prescription drug or other health benefits to be provided employees under such federal or state Act, the City's obligation to furnish the same benefits under the Hospital Medical-Surgical-Dental Care and Prescription Drug Plans shall be suspended and the contributions agreed to be paid monthly hereunder by the City under Sections 7.01, 7.02 and 7.03 of this Memorandum of Understanding shall be reduced each month by the amounts which the City is required to expend during any such month in the form of contributions or taxes to support said federal or state health plan.

If, as a result of such a law, the level of benefits provided by such law for any group of employees, or their dependents, is lower in certain categories of services than that provided under Sections 7.01, 7.02 and 7.03, the City shall, to the extent practicable, provide a plan of benefits supplementary to the federal or state benefits so as to make benefits in each category of coverage as nearly comparable as possible to the benefits provided under said Sections 7.01, 7.02 and 7.03. The City need only expend for this purpose the actual amount required to achieve parity between the benefits agreed to be provided under Sections 7.01, 7.02 and 7.03 and

the benefits provided under any federal or state plan as supplemented in the manner hereinabove described.

If the benefits provided under the federal or state Act exceed the benefits provided hereunder in each category of coverage, the City shall be under no further obligation to make any contribution in pursuance of this Section.

In the event that the federal or state government enacts a health care program requiring contributions by employees, such employee contribution shall be reimbursed by the City to the amount by which said employee contribution reduces the City contribution required under this Section of the Memorandum of Understanding.

## **7.05 Alternate Benefits**

Employees shall be allowed an opportunity to select certain options as alternatives to those benefits listed in Section 7.01 and 7.02 of this Memorandum of Understanding.

### **A. Eligibility**

Eligibility for receipt of alternative benefits is restricted to those employees for whom no City contribution is made towards premiums for group hospital-medical-surgical insurance because of coverage said employees have from an alternative source.

### **B. City Contribution**

The City shall contribute \$150 per month for alternate benefits for those employees who would otherwise be eligible for "single-party" coverage under any one of the group medical insurance plans currently in effect, \$270 per month for employees otherwise eligible for "two-party" coverage and \$350 per month for employees otherwise eligible for "two-party plus" coverage because of dependents who would also be eligible for coverage under said plans. For permanent part-time employees the City contribution shall be as follows:

	<b>.50 - .74</b>	<b>.75+</b>
<b>Single party</b>	\$75.00	\$112.50
<b>Two party</b>	\$135.00	\$202.50
<b>Two-party+</b>	\$185.00	\$262.50

For the purpose of this Section, the term "dependent" shall mean a dependent eligible for coverage under a PERS medical insurance plan if such coverage had otherwise been elected by the employer.

### **C. Available Benefits**

Contributions made by the City may be applied by the employee to one or both of the following options:

1. Purchase of past service credit with the Public Employees' Retirement System (PERS). The monthly amount of such contribution shall not exceed the monthly amount of benefit to which the employee is entitled by reason of participation in this program.

2. Contribution to the Deferred Compensation Plan currently in effect for City employees. The amount contributed must be uniform in each pay period and shall not exceed in any one month the monthly amount of benefit to which the employee is entitled by reason of participation in this program.

#### ***D. Enrollment Procedures***

1. Initial Enrollment. Employees must apply to the Human Resources Director and specify (i) the number of dependents who would otherwise be eligible (as defined in Paragraph B above) to be covered under a City medical insurance plan and, (ii) the alternative benefit(s) to be selected and the amount of available City contribution to be applied thereto.

The effective date of participation shall be the first day of the first payroll period which occurs after thirty (30) days from the date application is received in the Human Resources Department.

2. Changes in Enrollment. Employees may elect to withdraw and resume medical insurance coverage available from the City, or request modification of their original selection of alternative benefit(s). Only one such change shall be permitted within a single calendar year, and applications for same must be made on or before September 1st.

In addition to the foregoing, changes in enrollment status will be allowed as required upon a change in the number of an employee's dependents, provided such change has an effect upon his or her participation in the program. An employee who experiences an increase in eligible dependents, and who is already enrolled in the program, may apply for a corresponding increase in benefit amounts contributed by the City.

An employee who experiences a decrease in eligible dependents shall be required to report same to the Human Resources Department, and a corresponding reduction in benefit amounts contributed by the City shall be made after consultation with the employee. All such adjustments in benefit amounts shall take effect on the first day of the payroll period next occurring after thirty days from the time a change in dependent status is reported by the employee.

The City Manager may, in individual cases, grant exceptions to the enrollment procedures recited above because of unforeseen circumstances which may result in hardship to an employee.

### **7.06 Life Insurance**

The City shall pay the entire cost of providing each regular and probationary employee with Fifty Thousand Dollars (\$50,000) group term life insurance with said policy to include accidental death and dismemberment coverage, and the right to conversion at the time of termination of employment to a form of permanent coverage without medical restrictions. Part-time employees who consistently work 20 or more hours per week shall be eligible for Twenty-Five Thousand Dollars (\$25,000) City paid group term life insurance coverage following 60 consecutive days of employment.

## **7.07 Medical, Dental, and Flexible Benefits for Certain Part-Time Employees**

Employees who are hired in part-time status after January 1, 1982 and full time employees hired prior to January 1, 1982 who voluntarily assume part-time status after January 1, 1982 shall be entitled to participate in group medical and dental insurance programs, and to receive a payment from the City to be applied to such plans subject to the following conditions:

1. Only those employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty (20) or more hours per week shall be entitled to coverage under group medical and dental plans.
2. The amount of the City's payment for medical insurance shall be proportionate to that amount provided for full time employees in Sections 7.01 and 7.02 of this Memorandum of Understanding based upon the total number of hours worked each month by the part-time employee. For new employees, the amount of City contribution for medical insurance shall be based upon the employees estimated work schedule during the first month of coverage. Thereafter, the actual number of hours worked by the employee each month shall be used to determine the amount of City contribution towards medical insurance premiums in the month next following.
3. The amount of the City's payment for dental insurance shall be proportionate to the amounts paid on behalf of full time employees as specified in Section 7.03 of this Memorandum of Understanding. The calculation of proportionate payments shall be in accordance with the provisions of paragraph 2 of this section.
4. The amount of the City's payment for vision insurance shall be proportionate to the amounts paid on behalf of full time employees as specified in Section 7.04 of this resolution. The calculation of proportionate payments shall be in accordance with the provisions of paragraph 2 of this section.

As an exception to the foregoing, eligible part-time employees who were hired in part-time status prior to January 1, 1982, and employees who were in full time status on January 1, 1982 and who thereafter become part-time employees as a result of a City imposed reduction in hours will continue to receive City payment of medical and dental insurance premiums and will continue to participate in the Flexible Benefits plan on the same basis as for full time employees.

## **7.08 Vision Care**

The City shall provide vision care insurance for employees and their eligible dependents. The plan shall require a \$15.00 deductible, and shall provide for an eye examination, lenses and frames once per year.

During the term of this Memorandum of Understanding, the City's contribution towards the purchase of this insurance shall be equal to the full premium of said plan.

## **7.09 Retired Employees**

A supplemental monthly payment shall be made to each employee whose effective date of retirement from the City of Hayward is on or after January 1, 1982 subject to the eligibility criteria set forth below. For employees retiring after October 1, 1998, the amount of this supplemental payment, when combined with the amount to be paid on behalf of retired employees pursuant to Section 7.01 of this Memorandum of Understanding, shall not exceed a total of \$226.01 per month. In no event shall the City's contribution exceed actual premium.

For employees who retire after December 31, 2007 and have 10 years of service with the City of Hayward, the City will pay \$274.72 toward retiree medical costs. Employees employed by the City on December 31, 2007 with at least 5 years of service will be eligible for retiree medical at this benefit level.

In order to be eligible for this benefit, the employee's effective date of retirement must occur within 120 days of the effective date of separation from employment with the City of Hayward, and he/she must be enrolled in a medical plan offered by the City of Hayward. The survivor of a retired employee who qualifies to receive this benefit is also entitled to receive the benefit provided (a) he/she has been designated by the Public Employees' Retirement System (PERS) to receive a survivor benefit under the Public Employees' Retirement System (PERS) plan, and (b) he/she is receiving said survivor benefit, and (c) he/she is a member of a medical plan offered by the City of Hayward. In the event a retired employee has designated more than one survivor who satisfies the above criteria, benefit payments made pursuant to this Section shall not exceed the monthly amount recited above for all such eligible survivors of the employee.

The City will not treat these monies refunded to retirees as compensation subject to income tax withholding unless the Internal Revenue Service or Franchise Tax Board indicates that such contributions are taxable income subject to withholding. Each employee shall be solely and personally responsible for any Federal, State or local tax liability of the employee that may arise out of the implementation of this section or any penalty that may be imposed therefor.

## **7.10 State Disability Insurance - Clerical & Related Unit (SDI)**

SDI coverage shall continue for employees and shall be coordinated with employees' sick leave in order to extend the period of full pay for as long as possible while employees are disabled.

In conjunction with SDI coverage employees may be eligible for Paid Family Leave Insurance per State law. Employees eligible for this benefit may coordinate paid leave in order to extend the period of full pay for as long as possible while the employee is disabled.

In no event shall the employee receive disability benefits in conjunction with paid leave or any other paid leave that will exceed his/her full monthly gross salary.

## **7.11 Disability Insurance - Confidential Unit**

The City shall continue in effect, at no cost to the employee, coverage under the Long Term Disability Insurance policy with Standard Insurance Company or any other such successor program which provides essentially comparable benefits.

## **7.12 Employee Assistance Program**

The City agrees to continue to provide an Employee Assistance Program (EAP) at no cost to the employee for the duration of this Agreement. Such Program shall offer confidential counseling services to eligible bargaining unit employees and their eligible dependents, subject to a 10 session limitation per fiscal year.

The City and the Union will, during the course of future union/management meetings, review the effectiveness of the EAP and recommend to the City Manager as necessary proposed changes and/or additional training needs.

## **7.13 Medical Flexible Spending Account and Dependent Care Spending Account**

The City shall maintain a Section 125 Plan, permitting employees to pay for eligible expenses, such as employee premium contributions, medical expenses and dependent care cost, with pre-tax dollars. Participants will be responsible for any claims service charge. Participants in the Plan may annually deposit up to a maximum of \$2,500 for medical expenses and \$5000 for dependent care into the Plan. Each employee shall be solely and personally responsible for meeting provisions and requirements set forth in the regulations of Section 125 Plan and the Plan Administrator.

# **8.00 SALARY ADMINISTRATION**

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## **8.01 Salary Administration Policy**

The policy governing preparation of a compensation plan shall be that of salary standardization, or like pay for like work.

## **8.02 Salary at Time of Employment**

The Plan may provide a flat salary rate or a salary range for each classification with a minimum, maximum, and one or more intermediate steps. The beginning or normal hiring rate shall usually be at the first step of the range. Every new employee shall be paid the first step on employment except that the City Manager or other appointing authority may authorize employment at a higher step if the labor supply is restricted or the person to be hired is unusually well qualified.

## **8.03 Eligibility for Advancement in Pay**

Employees may be advanced to higher steps as merited by progressive improvement in job skills and work performance. The following time-in-step requirements shall apply before an employee gains eligibility for advancement in pay.

<u>Step</u>	<u>Time-in-Step</u>
A	6 months
B	6 months
C	1 year

D      1 ½years

E      ---

If warranted for the good of the service or when an employee demonstrates outstanding capacity in performing the duties, employee may be advanced prior to completion of the above time-in-step requirements. When a pay range consists of less than five (5) steps the range shall be established at the higher steps within the above time schedule. In determining time-in-step, it shall begin on the first five (5) days of the period, otherwise time shall begin on the first day of the next payroll period. Advancement in pay, when approved, shall be effective at the beginning of that pay period, the first date of which is closest to the completion date of the time-in-step requirements outlined above. If an employee is on leave without pay for more than one month, the period shall be deducted from the accumulated time-in-step.

#### **8.04 Attaining Advancement**

An employee in order to be advanced to steps D and E must demonstrate that advancement is merited on the basis of job performance. Advancements shall not be made solely because employees are eligible according to time-in-step requirements. Good attitude and personal conduct, work accomplished, conscientious attendance, safety alertness, efforts at self-improvement, positive customer service and other factors of individual achievement must be evident as appropriate to the position. Department heads shall be notified by the Human Resources Director of an employee's approaching eligibility for step advancements.

#### **8.05 Use of Performance Ratings in Determining Whether Step Advancement is Merited**

Performance ratings shall guide supervisors and department heads in determining whether step advancements have been earned and should be recommended to the City Manager.

No SEIU employee shall impose discipline or conduct a performance evaluation of any other SEIU employee. However, an SEIU employee may provide input regarding employee performance, including performance evaluations. [Moved from Sec 9.02]

#### **8.06 Withholding Step Advancements**

Department Heads have the authority and responsibility to recommend withholding step advancements by the City Manager if they are not merited. Department Heads shall keep their employees informed about their job performance, giving good work its proper recognition and any deficient work all possible guidance and assistance toward improvement. Department Heads shall notify the employee as to the reasons for withholding step advancements prior to submitting such recommendation to the City Manager.

#### **8.07 Change in Pay Upon Promotion**

When employees are promoted, they shall receive the first step in the salary range for their new position or placed on a step that represents a minimum salary increase

of 5% added to base salary whichever is greater. However in no case shall the increase be greater than the fifth step of the classification to which the employee is promoted. When recommended by the department head and approved by the City Manager, additional advancement may be granted.

An employee promoted to a higher position who, at the time of promotion is serving in such position in an acting or provisional status, may have all or a portion of the time continuously served in acting or provisional status credited towards satisfaction of the probationary period for the position. Credit allowed for this purpose, if any, shall be at the sole discretion of the Department Head, and shall not affect the employee's effective date of regular status in the promoted position.

### **8.08 Change in Pay Upon Demotion**

When employees are demoted they shall be placed in a salary step in their new class which is the same as or above the step held prior to promotion providing said demotion is not the result of disciplinary action.

### **8.09 Change in Pay Upon Reclassification**

When a position is reclassified to a classification with a higher pay range, and the incumbent employee retains the position, that employee shall receive the first step in the new salary range or be placed on a step that represents a salary increase of a minimum of 5% added to base salary whichever is greater. However in no case shall the increase be greater than the fifth step of the range of the new classification to which the employee is reclassified. When recommended by the department head and approved by the City Manager, additional advancement may be granted. If no change in salary is granted, the employee may be allowed to carry forward time-in-step accumulation.

In the event the City reclassifies a position from a lower level classification to a higher level classification, the City Manager may in his or her sole discretion appoint the incumbent occupying such reclassified position without competitive examination providing said incumbent meets the minimum qualifications (employment standards) for the higher classification. The Union shall be notified of appointments made pursuant to this provision.

When a position is reallocated to a classification with a lower salary range, the incumbent employee shall not be reduced in pay while he or she continues to occupy the position. If the current rate is below the maximum step of the new range the employee shall continue at the present salary and carry forward time-in-step accumulation. If the current rate exceeds the maximum step of the new range, the salary shall be frozen at its current level. When the incumbent leaves the position, a replacement shall normally be hired at the beginning rate.

### **8.10 Acting Pay**

Employees may be assigned to perform the duties of a higher classification on an "acting" basis when in the judgment of the Department or Division Head a need exists for work to be performed in such classification. Acting assignments shall only be made by the Department or Division Head in those instances where the employee will be required to perform the full and complete range of duties of the



higher classification. An employee so assigned shall be provided with a written notice designating him/her to perform in the higher classification on an acting basis.

Employees assigned in accordance with the foregoing to perform the duties of a higher classification on an acting basis for at least one work-week shall receive "acting pay" retroactive to the first day of such assignment. Work-week shall be defined as follows: Three/twelve work schedule is three days; four/ten schedule is four days; and five/eight work schedule is five days. All days for assigned schedule must be worked to qualify for acting pay. Holidays or leaves occurring during the first work-week do not count toward days worked.

An employee qualifying for acting pay shall receive the salary step of the higher classification which represents an increase over the employee's present salary step or a 5% increase in pay, whichever is the greater. In no event shall an employee receive acting pay at a rate which is in excess of the maximum rate of the classification to which he/she is assigned on an acting basis.

An employee who is receiving acting pay by reason of assignment to a position in the Management Unit or Police Management Unit shall not be entitled to receive overtime compensation during such period of assignment for overtime work involving the performance of duties associated with the acting position. If such employee is required to perform overtime work in the performance of duties related to his or her regular position, the employee shall be entitled to receive overtime compensation based on the rate of pay for the regular position.

Employees who qualify for "acting pay" shall be compensated at their "acting pay" salary level during periods of approved leave with pay which occur while they would otherwise be performing the duties of the higher classification in which they are "acting" but for being on such approved leave with pay. In the event an employee performing such acting assignment is absent from work because of illness or injury for more than five (5) consecutive days, the City in its sole discretion may terminate the employee's acting assignment designation along with the acting assignment pay.

## **8.11 Work-out-of-Class Pay**

Employees may be assigned to perform the duties of a higher paid classification when the incumbent is not available for that work shift. An Out-of-Class assignment shall only be made by the supervisor or department head or his/her designee at the beginning of the work shift.

An employee assigned Out-of-Class work shall receive 5% differential pay for all hours worked in the higher classification.

## **8.12 Special Assignment Positions**

Special assignment positions within a classification may be established where duties and responsibilities are of a specialized nature by comparison to other positions in the class. Said positions may be established by the City Council following a report and recommendation thereon by the City Manager. The Union shall be furnished a copy of any such report and recommendation. Selection of employees to said positions and removal from those positions shall be made by the City Manager upon recommendation of the department head. An employee so

assigned shall receive a salary increment not to exceed 5% of his/her present salary.

### **8.13 Flexibly Staffed Classifications**

The job duties of employees hired into flexibly staffed classifications within this unit shall be formally evaluated no later than one year from date of appointment to the classification to determine whether duties performed justify a reallocation to the higher level of the flexibly staffed classification. Such evaluations may be performed by the supervisor(s) in conjunction with Human Resources Department staff and recommendations for advancement shall require approval of the City Manager or a designated representative.

## **9.00 SALARIES**

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### **9.01 Salaries**

Salaries for classifications in the representation unit shall be as enumerated on Appendix A to this Memorandum of Understanding.

All bargaining unit salary ranges shall be increased as follows:

Effective the pay period including May 1, 2007	3%
Effective the pay period including May 1, 2008	3%
Effective the pay period including May 1, 2009	4%
Effective the pay period including May 1, 2010	4%

In addition to the above cost of living increases, positions will receive equity adjustments as indicated in the attached equity adjustment schedule. Such adjustments shall be in three (3) equal parts applied over the first three (3) years of this contract.

### **9.02 Salary Survey**

No later than February 1, 2011, the City will provide the Union with salary survey data in preparation for negotiating a successor agreement. The survey shall compare Hayward benchmark classifications to comparator agencies in reference to the market average at that time. In addition, data regarding medical benefits shall be compiled. The City will cooperate with the Union by providing all data requested regarding the survey. The City agrees to include medical benefits in the salary survey data used in subsequent negotiations with other bargaining units.

### **9.03 Pay Raises**

The City Personnel/Payroll Action Request (PPAR) forms will show the percentage increase in salary after promotion.

In order to avoid a delay in processing of step increases, supervisors may submit recommendation for step increases in advance of the written performance evaluation.

## **10.00 RETIREMENT PROGRAM**

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### **10.01 Retirement Program**

The City will continue to contract with the Public Employees' Retirement System (PERS) to provide a retirement program for employees. Benefits shall include 2.5% @ 55 Full Retirement Formula, Fourth Level Survivor's Benefits Program, Repurchase of Military Service Credit, and Continuation of Death Benefit after Remarriage of Survivor.

In addition the City will continue to implement the IRS Section 414h2 method of reporting retirement payments wherein the amount of income reported to the IRS for the employee is reduced by the amount of the employee contribution to the retirement plan. The 414h2 option will apply only to the additional 1% employee PERS contribution.

The City will continue to pay the 7% employee PERS contribution, and continue to report such to PERS as "special compensation".

### **10.02 Social Security Coverage**

Employees who are not eligible for enrollment in the Public Employees' Retirement System and who, in accordance with the federal Omnibus Budget Reconciliation Act of 1990, are required to be covered by Social Security or an alternate system shall be enrolled in the Public Agency Retirement System (PARS). The City shall contribute 3.75% of covered earnings into the employee's PARS account.

### **10.03 Deferred Compensation**

In the event the City is required by law at some future date to resume contributions to the Social Security program or a successor federal program, the then current salaries for all employees will automatically be reduced by \$1,009.80.

A Deferred Compensation Plan has been established for the benefit of employees, other than temporary and provisional employees. The City shall continue to contribute an amount equal to 3.4% of each eligible employee's regular straight-time salary to the Deferred Compensation Plan provided, however, the City shall not be obligated to make contributions for that portion of any salary in excess of \$29,700 per year and provided further that in the event the City is required by law at some future date to resume contributions to the Social Security program or a successor federal program, the City contribution will automatically cease.

## **11.00 HOLIDAYS**

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### **11.01 Holidays Observed by the City**

The following days shall be holidays for all full-time employees:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Lincoln's Birthday (February 12)

- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Admission Day (September 9)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving Day (Friday following 4th Thursday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

If any of said holidays fall on a Sunday, the following Monday shall be observed as a holiday provided, however, that Christmas and New Year's Day shall be observed on the day the holiday actually falls for employees who work a 7-day operation. If Christmas Eve falls on a Sunday, the holiday shall be observed on the previous Friday. If a holiday falls on a Saturday, the previous Friday shall be observed as a holiday. If a holiday falls on an employee's regular day off employee shall be credited with equivalent time to either compensatory time or vacation leave.

### **11.02 Holidays for Permanent Part-Time Employees**

Only those employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty (20) or more hours per week shall be eligible to receive holiday pay. For each holiday observed by the City, the amount of holiday pay or credit provided part-time employees shall be based upon the employee's regular work schedule, i.e., the average number of hours worked each week divided by five.

### **11.03 Qualifying for Holiday Pay**

All employees who qualify for pay on holidays observed by the City shall receive holiday pay provided that an employee who fails to report for a scheduled work shift on any of such holidays shall receive no pay; and provided also that in order to qualify for such paid holidays the employee must report for work on both the last regular work day immediately preceding the holiday and on the first regular work day following a holiday, and unless the employee so reports shall receive no pay for such holiday.

As an exception to the foregoing an employee who does not report for work as herein provided shall receive holiday pay if the reason for such absence is a bonafide illness or for another legitimate reason. Employees absent by reason of illness may, at the discretion of the supervisor, be required to provide a supporting statement of illness from an attending physician. Employees otherwise entitled to holiday pay but who are absent due to layoff for a period not to exceed fifteen (15) days immediately preceding the holiday shall nevertheless receive holiday pay.

### **11.04 Compensation for Holidays Worked**

Prior approval for holiday work must be secured from the City Manager except in emergency situations where said approval cannot be obtained beforehand.

Any work performed on the above holidays shall be paid for at the rate of time-and-one-half the straight time rate or time off with pay at time-and-one-half the straight time rate; provided that employees who are entitled to pay or an equivalent credit to vacation leave as provided in Section 11.01 above for any such holidays if not worked shall receive such holiday pay or equivalent time off in addition to the time-and-one-half they are paid for working.

### **11.05 Holiday-New Year's Eve**

Full time employees shall be allowed the last half (four (4) hours) off on the work day immediately preceding the day on which New Year's Day is observed. An employee unable to be released for this time shall receive four (4) hours of compensatory time or vacation leave.

### **11.06 Holiday Pay for Twenty-Four Hour Employees**

When holidays fall on Saturday or Sunday, seven day, twenty-four hour employees who work on the actual holiday shall be paid compensatory time or overtime for the day worked NOT the day observed by the City.

## **12.00 VACATIONS**

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### **12.01 Vacation Leave Policy**

Vacation leave is a right; however, the use of same shall be approved by the department head, or his/her designee, taking into account the desires and seniority of employees and, more particularly, the workload requirements of the department. Employees shall take vacation leave regularly each year and shall be encouraged to take vacation at least a full week at a time. In order to give effect to this policy and to realize the greatest benefit from vacation leave for both employees and the City, limitations shall be placed upon the amount of unused vacation leave an employee is allowed to accumulate.

If an employee exhausts his/her vacation leave, the employee may apply for another eligible paid or unpaid leave as provided for in this Memorandum of Understanding. If no other leave is approved, the leave will be documented as Unauthorized Leave Without Pay. No vacation leave accruals will be credited in advance. No vacation leave will be earned while on an unpaid leave.

If vacation leave is used for purposes that qualify under a state or federal leave law, such as Family Medical Leave Act/California Family Rights or Pregnancy Disability Leave, the leave taken will count toward the state or federal leave entitlement.

### **12.02 Vacation Accrual for Full-Time Employees**

All full-time employees other than temporary and provisional shall accrue vacation leave benefits each payroll period based upon the number of hours the employee is

entitled. Vacation accrual schedule for employees who are budgeted and work full time:

<b>Years of Service</b>	<b>Per 80 Hr. Period</b>	<b>Hourly Equivalent</b>	<b>Annual</b>
Up to 5 yrs.	3.08 hrs.	.0385 hrs.	80 hrs.
From 5 to 9 yrs.	4.62 hrs.	.0578 hrs.	120 hrs.
From 10 to 19 yrs.	6.16 hrs.	.077 hrs.	160 hrs.
From 20 yrs.	7.70 hrs.	.0963 hrs.	200 hrs.

For purposes of crediting service time for vacation accruals, a former employee who is reinstated after an absence of more than one year shall not receive credit for his/her prior service time nor will an employee who was serving in a temporary, provisional or contracted appointment and appointed to a regular appointment be credited with his/her temporary, provisional or contract service time.

Vacation leave can be accrued but shall not be granted during the first six (6) months of service. Vacation is accrued for all regular hours worked and shall continue to be earned during other authorized leaves with pay. When a holiday falls during an employee's absence on vacation leave, it shall not be deducted from employee's accrued leave.

The maximum vacation accrual cap shall be twice the employee's annual rate. Employees shall be permitted to accrue above the cap during the year but must be at or below the cap as of the end of the pay period which includes December 31<sup>st</sup> each calendar year. Exceptions may be permitted on approval of the Department Head and the City Manager. In granting such exceptions the City Manager may specify a time within which such excess vacation leave must be used. Failure to use such excess vacation leave within the time specified by the City Manager shall cause no additional vacation leave to accrue. It shall be the responsibility of each employee to insure the full use of vacation leave credits received by scheduling the necessary time off each year.

### **12.03 Vacation Accrual for Permanent Part-Time Employees**

Only those employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty or more hours per week shall be eligible for vacation leave.

Notwithstanding the foregoing, employees who are hired in part-time status and full time employees who assume part-time status shall accrue vacation benefits each payroll period based upon the total number of hours for which the employee was compensated in the payroll period. In order to be eligible for this benefit employees must consistently work a half-time schedule or more. The amount of vacation so accrued shall be proportionate to that earned by full time employees in the same payroll period. The vacation accrual schedule specified in Section 12.02 of this Memorandum of Understanding will be used for purposes of prorating vacation leave.

Vacation leave can be accrued but shall not be granted during the first six (6) months of service. Vacation is accrued for all regular hours worked and shall continue to be earned during other authorized leaves with pay.

The use of vacation shall be subject to the provisions of Section 12.01, 12.03, 12.04 and 12.05 of this Memorandum of Understanding. As of the end of the pay period which includes December 31 of each calendar year, no employee shall be allowed to maintain a balance of unused vacation leave in excess of twice the allowance earned by the employee in the preceding twelve (12) month period. Exceptions to the foregoing may be permitted pursuant to the provisions of Section 12.02 of this Memorandum of Understanding. The maximum vacation accrual cap shall be twice the employee's annual rate. Employees shall be permitted to accrue above the cap during the year but must be at or below the cap by the pay period that includes December 31<sup>st</sup>.

## **12.04 Payment for Unused Vacation Leave**

Leave time earned but unused at date of termination shall be added to final pay.

## **12.05 Vacation Leave Records**

Vacation leave records shall be maintained through the payroll system. After an absence is approved as vacation leave, it shall be deducted from an employee's leave balance.

# **13.00 SICK LEAVE**

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## **13.01 Sick Leave Policy**

Sick leave is a paid leave. Sick leave shall be allowed in case of an employee's bona fide illness or injury, or for an employee's doctor/health appointments. Sick leave shall be approved by the Department Head or a designated representative.

Employees shall whenever possible make appointments for medical, dental, and other health and wellness purposes on non-work time. If this is not possible, sick leave may be used for these purposes and should not exceed four hours except in unusual circumstances.

In addition to the foregoing, sick leave may be used as family sick leave to care for an ill or injured family member or to take a family member to a doctor appointment. A family member is a child, parent, spouse, registered domestic partner, or the child of a registered domestic partner as defined by California Labor Code 233. For family members who reside in the employee's home, there is no limit on the amount of sick leave that can be used as family sick leave by full time or part-time employees. For family members who reside outside of the employee's home, up to half of his/her annual sick leave accruals per calendar year may be used as family sick leave by full-time employees. Part-time employees are allowed to use up to half of his/her annual sick leave accruals (based on his/her budgeted work schedule) per calendar year as family sick for family members who reside outside of the employee's residence.

If an employee exhausts his/her sick leave, the employee may apply for another eligible paid or unpaid leave as provided for in this Memorandum of Understanding. If no other leave is approved, the leave will be documented as Unauthorized Leave Without Pay. No sick leave accruals will be credited in advance. Sick leave will not be earned while on an unpaid leave.

If sick leave is used for purposes that qualify under a state or federal leave law, such as Family Medical Leave Act/California Family Rights or Pregnancy Disability Leave, the leave taken will count toward the State or federal leave entitlement. If an employee is unable to return to work and has exhausted all of his/her leave entitlements, the employee may be retired for disability or separated.

### **13.02 Sick Leave Allowance for Full-Time Employees**

All full-time employees other than temporary and provisional shall accrue sick leave benefits each payroll period based upon the number of hours the employee is entitled. The full time sick leave accrual rate is 3.7 hours per payroll period. After an absence is approved as sick leave, it shall be deducted from an employee's leave balance. Employees shall earn sick leave credits in accordance with the foregoing schedule from their initial date of employment and shall be entitled to the use of sick leave upon completion of three months of continuous, full-time satisfactory employment. There shall be no limit upon the number of hours of unused sick leave which may be accumulated by an employee.

### **13.03 Sick Leave Allowance for Part-Time Employees**

Only those part-time employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty (20) or more hours per week shall be eligible for sick leave. The amount of sick leave accrued by part time employees shall be proportionate to the hours worked.

The use of sick leave so earned by part-time employees shall be subject to the provisions of Sections 13.01, 13.03, 13.04, 13.05 and 13.06 of this Memorandum of Understanding. Eligible part-time employees who are scheduled to work, but who are unable to do so because of illness, shall be charged sick leave in an amount equal to the number of hours of work for which they were scheduled on the day(s) they were unable to work due to illness.

The use of sick leave shall not be permitted for part-time employees during the first three (3) months of service. Sick leave can be accrued but shall not be granted during the first three months of service. Sick leave is accrued for all regular hours worked and shall continue to be earned during other authorized leaves with pay.

### **13.04 Sick Leave Notice and Certification**

In order to receive compensation while absent on sick leave, employees or someone in their behalf, shall notify the immediate supervisor prior to the time set for reporting to work. Department heads may waive this requirement upon presentation of a reasonable excuse by the employee.

Employees shall file a personal affidavit or physician's certificate with their supervisor if required by their department head or his/her designee, stating cause of absence. After (5) working days' absence, the employee's supervisor may require a physician's certificate. If employees become ill while on vacation, periods of illness may be charged to sick leave upon presentation of a physician's certificate. In case of frequent use of sick leave employees may be requested to file physician's certificates for each illness, regardless of duration. A physician's certificate needs to include the name and signature of the attending physician, the date and time the employee was seen by the physician. Employees may also be required to take an



examination by a physician designated by the City and to authorize consultation with their own physician concerning their illness. Sick leave shall not be granted for absences caused by intoxication or excessive use of alcoholic beverages. As an exception to the foregoing, sick leave may be authorized for the treatment of alcoholism or substance addiction when such condition has been diagnosed by a competent medical authority.

These same requirements may also be applied for family sick leave requests.

### **13.05 Payment for Unused Sick Leave**

Any full time employee leaving the employment of the City in good standing after having completed twenty (20) years of continuous service, or upon retirement from the City for service or disability, or upon termination of employment by reason of death shall receive payment for a portion of that sick leave earned but unused at the time of separation. The amount of this payment shall be equivalent to 1% of sick leave earned but unused at the time of separation times the number of whole years of continuous employment times an employee's hourly rate of pay at the time of separation.

For the purpose of this computation, the hourly rate of pay for an employee who works a 40 hour week shall be his/her annual salary including any City-paid employee PERS contribution divided by 2080 hours. Payment of unused sick leave for part-time employees shall be based upon the hourly rate of pay in effect at the time of separation including any City-paid employee PERS contribution.

That portion of an employee's sick leave balance for which payment is not provided shall be canceled, and shall not be restored if said employee is reinstated.

### **13.06 Sick Leave Records**

Sick leave records shall be maintained through the payroll system. After an absence is approved as sick leave, it shall be deducted from an employee's leave balance.

Upon separation of employees, sick leave balances for which payment has not been made shall be canceled, and shall not be restored if a former employee is reinstated.

## **14.00 MISCELLANEOUS LEAVES**

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### **14.01 Bereavement Leave**

All full-time employees other than temporary and provisional employees shall be granted bereavement leave with pay for not more than three (3) workdays upon the occasion of the death of a close relative or a domestic partner registered with the City in a manner prescribed by the Human Resources Department. When additional time is desired, employees may be allowed to take accumulated vacation leave or compensatory time due off. For the purpose of this section a close relative is defined as any relation of the employee, by blood or marriage, where one or more of the following conditions are present:

- a. The employee will be attending the service of the deceased

- b. The employee is responsible for or involved with service arrangements and/or estate settlement for the deceased
- c. The employee's relationship with the deceased was of a close and personal nature such that time is required by the employee to deal with his or her bereavement or to participate in memorial services, either religious or non-sectarian.

When requesting such leave, employee will be required to certify to the department head or a designated representative the conditions for granting bereavement leave have been satisfied. Upon presentation of such a request the department head shall determine whether leave shall be granted and in what amount. Additional bereavement leave of two (2) work days for travel purposes not to exceed a total of five (5) work days may be granted by the department head when circumstances warrant the same. Part-time employees who work a continuous schedule of 20 or more hours per week shall be granted bereavement leave with pay as necessary on the same basis as full time employees except that the leave amount shall be prorated based on hours worked not to exceed the number of days provided to full time employees.

## **14.02 Jury Leave**

An employee summoned to jury duty shall inform his/her supervisor and, if required to serve, may be absent from duty with full pay. Any jury fees received by an employee shall be remitted to the City.

Any employee scheduled to begin service on a jury three (3) or less hours from the start of their work shift shall not be required to report to work beforehand. Any employee released from jury duty with four (4) or more hours remaining in their scheduled work shift shall then report to work; provided, however, in no event shall this combination of jury duty and work time exceed the total number of hours of the employee's regularly scheduled shift. The City shall afford the employee reasonable travel and meal time in cases where the employee reports to work from jury duty.

An employee who is seated as a juror or alternate juror shall inform the supervisor on or before the day the trial begins of the estimated length of the trial. If an employee is required to serve on jury duty on his or her regularly scheduled days off the City will endeavor to reschedule the days off beginning with the sixth day of a combination jury duty and work duty, provided that such rescheduling does not require the payment of overtime.

## **14.03 Military Leave**

This provision shall be in compliance with all applicable state and federal laws and is governed per Resolution by the City of Hayward.

## **14.04 Industrial Disability Leave**

For employee injury or disability falling within the provisions of the State Workers' Compensation Disability Act, disability compensation at the rate allowed under said Act shall be the basic remuneration during the employees' period of disability. In the case of regular (off probation) full-time employees other than temporary and provisional employees, additional compensation equal to the difference between

said employees' regular pay and the disability compensation allowance shall be granted for up to one year during any three year period regardless of the number of injuries during that three year period. The number of hours each day for which a part-time employee is compensated pursuant to the provisions of this Section shall be equivalent to the average daily number of hours worked by the employee during the fifty-two week period immediately preceding his absence because of industrial disability. In the event a waiting period is required before an employee's disability compensation allowance is payable, his or her regular pay shall be provided during said waiting period.

Employees may integrate sick leave usage with their workers' compensation temporary disability payments to extend the time in which full salary can be received. If sick leave is exhausted before the employee returns to work, vacation, compensation time and floating holidays may be used. In no event shall the employee receive disability benefits in conjunction with sick leave, vacation, comp time, floating holidays or any other paid leave that will exceed his/her full monthly gross salary.

The City reserves the right to withhold payment of any disability benefits until such time it is determined whether or not the illness or injury is covered by Workers' Compensation.

#### **14.05 Leave Without Pay**

A Department Head, upon written request of a full-time or part-time employee other than temporary or provisional employees, may grant authorize leave under this provision for a maximum of 80 hours per calendar year. An employee will continue to receive health benefits but is still responsible for any out of pocket expenses. No leave accruals will be earned. If the leave is requested for purposes covered by a state or federal leave law such as but not limited to School Issues and Activities Leave, the leave will be approved if required by law. If Leave Without Pay is used for purposes that qualify under a State or federal leave law, such as Family Medical Leave Act/California Family Rights or Pregnancy Disability Leave, the leave taken will count toward the State or federal leave entitlement. If an employee is unable to return to work and has exhausted all of his/her leave entitlements, the employee may be retired for disability or separated.

The employee may be required to deplete his/her paid leave balances before requesting this leave.

#### **14.06 Leave of Absence**

The City Manager, upon written request of a full time employee other than temporary and provisional employees, may grant for the good of the service a leave of absence without pay for a maximum period of one (1) year. Leaves hereby authorized shall include medical leaves, educational leaves, parental leaves, and leave for any other purpose promoting the good of the service. Part-time employees are eligible for leaves of absence on a pro-rata basis (e.g., half-time employees are eligible for one-half the leave of absence duration of a full time employee).

Requests for parental leave of six (6) months or less shall be approved unless the granting of such leave is deemed to work hardship upon the City. Upon request of the employee and approval of the City Manager, up to six (6) additional months of

unpaid parental leave of absence may be granted for a total not to exceed twelve (12) months.

Whenever granted, leaves of absence shall be in writing and signed by the City Manager. Upon expiration of such a leave, the employee shall be reinstated to the position held at the time leave was granted. Failure of the employee to report promptly at its expiration or within a reasonable time after notice to return to duty, shall terminate his/her right to be reinstated.

All eligible paid leaves must be depleted before this leave is taken. If Leave of Absence is used for purposes that qualify under a state or federal leave law, such as Family Medical Leave Act/California Family Rights or Pregnancy Disability Leave, the leave taken will count toward the state or federal leave entitlement. If an employee is unable to return to work and has exhausted all of his/her leave entitlements, the employee may be retired for disability or separated. No benefits will be provided during this period except as provided below. Health coverage may be continued but at the employee's own cost in concurrence with COBRA laws.

Employees who are out on a bona fide work related injury or illness or who are waiting for a determination on his/her CalPERS disability retirement application, will be placed on a Leave of Absence. However, employees on workers' compensation or waiting for a CalPERS disability retirement determination will continue to receive health benefits but are still responsible for any out of pocket expenses.

Employees on SDI or Workers' Compensation should contact the Human Resources department to determine if a medical leave is necessary to insure their job rights.

#### **14.07 Absence Without Leave**

No employee shall be absent without leave except in case of sickness or emergency which prevents the employee from providing notification. Within twenty-four (24) hours of the time required to report for duty an employee shall notify his or her department head of inability to report. Failure, without cause, to give this proper notification or to report for duty as scheduled after a leave has expired shall be cause for disciplinary action.

#### **14.08 Family and Medical Leave/California Family Rights Act**

This provision shall be in compliance with all applicable state and federal laws and is governed by the City of Hayward, Administrative Rule 2.45.

#### **14.09 Pregnancy Disability Leave**

This provision shall be in compliance with all applicable state and federal laws and is governed by the City of Hayward, Administrative Rule 2.45.

#### **14.10 Parental Leave**

Employees shall be granted forty (40) hours leave with pay at their current straight time hourly rate upon the birth of a child, or when a child begins residence with an employee who has commenced adoption proceedings with full intent to adopt. Part-time employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty (20) or more hours per week shall be

granted proportionate leave based upon their work schedules. Leave must be taken within one year from the date of birth or placement of the child.

Parental leave taken will count toward any applicable state or federal leave entitlement, such as Family Medical Leave Act/California Family Rights Act.

#### **14.11 Catastrophic Injury/Illness Time Bank**

Upon approval of the City Manager or his or her designated representative, a time bank may be established for the benefit of an employee who is incapacitated by a catastrophic illness or injury. The intent of this program is to assist catastrophically ill or injured employees who have exhausted all available paid accruals to maintain paid status as long as possible. Catastrophic injury or illness is defined as a medically certified, severe and disabling non-industrial condition resulting in an employee's inability to work. Employees may submit requests to donate earned vacation and/or compensatory time on a voluntary basis subject to the conditions listed below.

- a. Employees initially eligible to receive leave contributions must have exhausted all other leave balances available including earned vacation, earned sick leave and accrued compensatory time.
- b. State and federal income tax on the value of leave donated shall be deducted from the recipient employee's pay at the time of crediting.
- c. Leave hours that are credited as sick leave to the recipient, shall not be reversible.
- d. Hours requested to be donated shall be kept in a pledge status until used, shall be credited on a monthly basis as sick leave, and shall be subject to the provisions of this Memorandum of Understanding regarding the use and payment of same. Donations shall be credited in the following order:
  1. From donors whose vacation accruals are at or within 16 hours of the maximum allowed for their classification: then
  2. From other donors in random order, to be determined on a draw basis by the Human Resources Department.
  3. Donation requests shall be credited in the order specified above in subsequent month(s).
- e. Donated leave time shall be changed to its cash value and then credited to the recipient in equivalent hours at the recipient's straight time hourly rate of pay. Recipient employees shall not be credited with one more than 100% of their normally scheduled hours for any given pay period.
- f. Donating employees may not reduce their balance of earned vacation below eighty (80) hours by reason of such donations.
- g. Recipient employees shall be credited with up to 40 hours of donated time upon return to work, provided that sufficient hours remain in pledge status during the pay period immediately preceding the return to work date. All undonated, pledged hours exceeding 40 shall be returned to the respective donors.
- h. In the event of the death of the recipient, his/her designated beneficiary shall receive payment for hours credited as donated. Hours remaining in pledge

status are not subject to payout to the beneficiary, and shall be returned to the donor(s).

- i. Any leave used for purposes that qualify under a state or federal leave law, such as Family Medical Leave Act/California Family Rights or Pregnancy Disability Leave will count toward any state or federal leave entitlement. If an employee is unable to return to work and has exhausted all of his/her leave entitlements, the employee may be retired for disability or separated.

## **15.00 GRIEVANCES**

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### **15.01 Grievance Defined**

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding; or appeals to disciplinary actions.

All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Human Resources Director. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances. Any other matters of compensation are to be resolved in the meeting and conferring process and if not detailed in the Memorandum of Understanding which results from such meeting and conferring process shall be deemed withdrawn until the meeting and conferring process is next opened for such discussion. No adjustment shall be retroactive for more than thirty (30) days from the date upon which the complaint was filed.

### **15.02 Investigation and Reporting**

Grievances which may arise and which cannot be adjusted on the job shall be reported to the Union by a steward appointed by the Union pursuant to section 6.02 of this Memorandum of Understanding; provided, however, in no event shall the steward or the union order any changes, and no changes shall be made except with the consent of the City.

If the aggrieved employee desires the assistance of a steward as provided in Steps 1, 2, 3, or 4 of the grievance procedure, the City shall afford said steward reasonable time off during work hours without loss of compensation or other benefits to investigate and take up said grievance. The grievant and/or the area steward shall obtain the specific approval of the division head or, in the latter's absence, another authorized City management official before leaving their duties or work situation or assignment for the purpose of investigating and/or processing a grievance.

An employee of the Hayward Police Department who faces the possibility of disciplinary action and said matter will be heard before the Police Department's Board of Review shall be entitled to representation by his/her Union steward.

### 15.03 Grievance Procedure

Grievances shall be processed in the following manner:

1. The grievance shall be presented either by the employee or by an authorized union representative to the designated supervisor of the employee within seven (7) working days after the cause of such grievance occurs.
2. The designated supervisor shall have seven (7) working days from date of receipt of grievance in which to respond. If the grievance is not satisfactorily adjusted within this period, the grievance may be presented in writing either by the employee or by an authorized union representative to the department head or to such representative as he/she may designate.
3. The department head or a designated representative shall have seven (7) working days from date of receipt of grievance in which to respond. If the grievance is not satisfactorily adjusted within this period, the grievance may be presented in writing either by the employee or by an authorized union representative to the City Manager or to such representative as he/she may designate.
4. If the parties are unable, within seven (7) working days, to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this Memorandum of Understanding, such grievance shall be submitted to an Adjustment Board comprised of two (2) Union representatives, and two (2) representatives of the City, no more than one (1) of whom shall be either an employee of the City or a member of the staff of any organization employed to represent the City in the meeting and conferring process. No decision of the Adjustment Board shall be final and binding without receiving the affirmative votes of at least three (3) members of the Board. The adjustment board may by mutual agreement seek the services of either a Federal or State mediator to assist the parties in reaching a settlement. The mediator shall be advisory only and shall have no authority to bind the parties.
5. If an Adjustment Board is unable to arrive at a majority decision, either the Union or the City may require that the grievance be referred to an impartial arbitrator who shall be designated by mutual agreement between the Union and the City Manager. The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the Union and the City. Each party, however, shall bear the cost of its own presentation including preparation and post hearing briefs, if any. Decisions of Adjustment Boards and arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Charter of the City of Hayward. It is the intent of this provision that Adjustment Board and Arbitrator awards be implemented.
  - a. No Adjustment Board and no arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Union and unless such dispute falls within the definition of a grievance as set forth in section 14.01.
  - b. Proposals to add to or change this Memorandum of Understanding or written agreement or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection

with such proposal, may be referred to arbitration under this Section. Neither any Adjustment Board nor any arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

#### **15.04 Disciplinary Action**

An employee may request the presence of a steward during an interview with his or her supervisor which the employee reasonably believes may result in disciplinary action, and where there is no assurance from the supervisor that disciplinary action is not intended. If at any time during an interview without a steward in attendance, it becomes apparent that disciplinary action could occur, either party may adjourn the interview until a steward can be present. The provisions of this paragraph shall not apply to interviews conducted for the purpose of reviewing an employee's performance evaluation.

In those instances where an employee is afforded the opportunity for a pre-disciplinary review, he/she shall be given an opportunity to present their position in writing or in a hearing concerning the matter. Specific charges and all material upon which the recommendation for disciplinary action is based shall be sent to the employee and to the Union. The employee shall be afforded five (5) work days after receipt of this material to request a hearing with the City Manager or his or her designee. In the event a hearing is requested by the employee it shall be scheduled no later than 45 calendar days following receipt of request. The results shall be made known to the affected employee no later than 45 calendar days following completion of the hearing. In the event the City fails to observe any one of the above referenced time limits, the proposed disciplinary action shall be deemed to be null and void. An extension or waiver of the time limits herein provided may be agreed to by the parties.

When the City Manager has acted as the Skelly officer or directly imposed the disciplinary action, employees having the right to appeal a disciplinary action shall commence such appeal at step 4 of the Grievance Procedure detailed in Section 15.03; otherwise, appeals shall be filed at the management level one step higher than the manager invoking the discipline.

#### **15.05 Personnel and Affirmative Action Commission**

Nothing contained in sections 15.01 through 15.04 shall abridge any rights to which an employee may be entitled under the City Charter. Any employee may, as an alternative to steps 4 and 5 of the Grievance Procedure recited in Section 15.02, request that his/her grievance, including appeals to disciplinary action, be heard by the Personnel and Affirmative Action Commission.

### **16.00 MISCELLANEOUS PROVISIONS**

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#### **16.01 Accident Reports**

Any employee involved in an accident while on the job which results in personal injury or property damage of any kind shall report the same promptly to his or her supervisor, and shall fill out required forms for reporting same.



## **16.02 Uniforms**

Employees appointed in probationary or regular status to the classifications of Community Service Officer, Communication Operator, Senior Communication Operator, Animal Control Officer, Senior Jailer or Crime Scene Technician shall be provided with two (2) pairs of uniform pants and two (2) uniform shirts and one (1) Tuffy style jacket. Uniforms so provided shall remain the property of the City and shall be returned by the employee upon separation or movement to another classification of employment. The City will replace uniform pants and shirts when they are no longer serviceable by reason of damage or wear. The City will provide direct reimbursement on a pro-rated cost basis for those items of uniform which the employee must purchase, and which are severely or irreparably damaged in the line of duty.

An annual uniform allowance of \$275.00 shall be paid to each employee in the above listed classifications and shall be paid in the following manner:

1. For all eligible employees hired prior to January 1, 1970 payment shall be made in the month of October each year.
2. For all eligible employees hired after January 1, 1970, payment shall be made during the month in which the anniversary date of employment with the City occurs. Payment shall also be made in this manner for those eligible employees who separate from employment with the City and are subsequently reinstated or rehired.
3. In the event an employee is released prior to the expiration of the probationary period, the employee shall receive a pro-rata uniform allowance based on the number of months of employment divided by twelve (12) and multiplied by the amount of the annual uniform allowance.

## **16.03 Announcement of Examinations and Job Openings**

Examination announcements for classifications within the representation unit shall be posted internally for at least a two week period prior to the filing deadline. A copy of each examination announcement shall be provided to the Union and to Stewards appointed by the Union pursuant to this section of the Memorandum of Understanding.

All position vacancies within the representation unit shall be posted internally at least two (2) weeks prior to their being filled. Such notices will state the pertinent requirements and conditions for the vacant position. Employees desiring transfer to a posted position who respond within the posting period and who meet the requirements for transfer shall be given consideration in the form of application review, interview or both.

The City retains the right to determine whether promotional positions within this bargaining unit shall be filled by closed promotional or open competitive examination. Postings for Closed Promotional or Open Competitive Exams will be posted simultaneously with internal Transfer Notices. Employees eligible for a transfer will be given consideration without going through the examination process.

## **16.04 Participation in Promotional Examinations**

Consistent with operating requirements, the City will attempt to schedule promotional examinations during the operating hours normally observed in City Center Offices. Employees who participate in promotional examinations which are scheduled by the City during the employee's scheduled working hours shall do so without loss of compensation. Employees who participate in promotional examinations outside of their normal work schedule shall receive no compensation for such participation.

## **16.05 Notification of Address**

All employees, including those on leave of absence, shall keep the Human Resources Director informed as to their current home address at all times. Failure to do so within ten (10) days after change of address may be cause for disciplinary action.

## **16.06 Personnel Files**

Personnel files are maintained by the Human Resources Director for each employee. These personnel files are considered confidential and shall be made available only to the employee or to a concerned department head. Union stewards and staff representatives shall be entitled to review the contents of an employee's personnel file and receive copies of requested materials, provided written permission to do so is given by the employee.

Employees shall be notified of any adverse material placed in the personnel file, and may file with the Human Resources Director for inclusion in their file a written reply to any such adverse material contained in their official personnel file.

After a period of three (3) years, employees may file a request for removal of disciplinary materials provided there has been no repetition of the behavior giving rise to the disciplinary action, no additional reprimand or disciplinary actions for any other cause have been filed during the intervening three years, and there is no legal impediment to complying with the request. Such requests shall be reviewed by the Human Resources Director who shall grant or deny the request based upon considerations of the severity of the original infraction, advice of the department head and subsequent performance by the employee.

## **16.07 Educational Reimbursement**

The City's policy of reimbursing employees who voluntarily engage in educational and/or professional development activities outside of working hours beneficial to both the City and themselves, shall be continued without change for the duration of this Memorandum of Understanding. This policy contemplates the future growth and development of the City and its employees through encouragement and financial aid to those individuals who seek to increase their knowledge, improve their skills, and obtain non-required licenses.

**A. Eligibility**

1. Any full-time, permanent employee with at least three (3) months service may apply. Employees in a temporary or provisional status are not eligible; part-time employees are eligible for reimbursement on a pro-rata basis.
2. Any employee who qualifies for GI benefits for proposed course of study will be eligible only for reimbursement of that portion of tuition that is not covered by GI benefits.

**B Required Qualifications**

1. Application may be made only for attendance at a school of recognized educational standing, including correspondence schools.
2. Selected subjects and/or professional licenses not required for the position must relate directly to the employee's present job, or to reasonably predictable future job with the City. These include:
  - a. Technical or non-technical course of immediate benefit to the employee and City in the performance of present assignments or in qualifying for promotion within the present field of specialization.
  - b. Technical or non-technical courses outside employee's current field of specialization, but related to either fields of specialization within the department or to a logical program of personal development and progression in a related field.

**C. Procedures**

1. Prior to enrolling in a class or correspondence course approval of the subject matter or license must be obtained by the employee on the form entitled Application for Educational Reimbursement. Approval is required from the immediate supervisor, department head, Human Resources Department and the City Manager.
2. In order to receive financial benefits an employee will be expected to complete an approved subject with a satisfactory degree of proficiency. An employee will be considered as having completed a subject when employee concludes a term for which the educational institution quotes tuition fee and rates proficiency.
3. While it is normally anticipated that reimbursement for 100% of the tuition or fee, including any enrollment or laboratory fees, will be provided by the City, a lesser percent may be stipulated based upon degree of appropriateness of the subject matter. Reimbursement shall be made at the rate of fees, books and expenses charged at California State University at Hayward for comparable institutions and Chabot College for Community College level courses.
4. If employees are required to engage in study of subjects that are required for the position, and are so directed by the City, the entire tuition, and other specifically approved expenses, will be considered training and development rather than covered under this educational reimbursement program.

The City shall also provide employees \$ 5,000 each year for reimbursement of cost related to educational activities and/or professional development described above as a supplement to each department's available funds for reimbursement. A

maximum of \$750 of this supplement will be available to employees applying for reimbursement. Effective May 1, 2003, reimbursement maximum shall increase to \$1,000 per employee each year during the remaining term of this Memorandum of Understanding.

At the end of Fiscal Year 2000-01 the City shall review the education reimbursement account to determine if the current funding is adequate. In the event funding of account is not adequate, the City shall meet with Local 1021 to discuss funding adjustment.

## **16.08 Safety**

The City agrees to provide a safe place to work consistent with the requirement to conduct efficient operations. The parties agree that Administrative Rule 7.8 sets forth the procedures for conducting safety inspections.

- (a) The City will attempt to have all harmful substances used in the workplace labeled with an appropriate warning as to the hazardous properties of the contents, precautions to be taken, and antidotes to be used in the event of over-exposure. Manufacturer's labels which address these concerns shall satisfy the foregoing requirements.
- (b) The City will endeavor to accommodate requests for transfer from a pregnant employee when her physician certifies that her normal work duties pose a danger to the employee's health or to the health of the fetus. The City may require an independent verification by a City designated physician and at City expense. If granted, such transfer shall be limited to other positions which are vacant and which the pregnant employee is qualified to perform, to a trading of positions where both parties are competent to perform the duties of the new job assignments, or to any position held by a temporary employee which the pregnant employee is qualified to perform. While an employee is occupying a substitute position pursuant to the provisions of this section she shall suffer no loss of pay or benefits for a period not to exceed forty-five (45) calendar days. In the event such substitute assignment exceeds forty-five (45) days, pay and benefits will revert to the normal rate for the position.
- (c) Computer VDT Training: The City will provide training on visual display terminal (VDT) health and safety matters to all employees who use a VDT for four hours or more each day, and will also provide follow up or refresher courses as needed.

## **16.09 Americans with Disabilities Act (ADA)**

The City and the Union recognize that the City has an obligation under law to meet with individual employees who allege a need for reasonable accommodation in the workplace because of a disability. If by reason of the aforesaid requirement, the City contemplates actions to provide reasonable accommodation to an individual employee in compliance with the ADA which are in potential conflict with any provision of this Memorandum of Understanding, the Union will be advised of any such proposed accommodation and be afforded an opportunity to discuss same prior to implementation by the City.

### **16.10 Advance Notice**

Except in cases of emergency, reasonable advance written notice shall be given to the Union if employees are affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation which is to be considered by the City Council, by any board or commission of the City, or by any department. The Union shall be given the opportunity to meet with such body prior to any action taken thereon. In cases of emergency when the City determines that such a proposal must be acted on immediately without prior notice or meeting with the Union, the City shall provide such notice and opportunity to meet at the earliest practical time following the action taken thereon.

### **16.11 Use of City Facilities**

The Union shall be allowed use of space on available departmental bulletin boards for communications having to do with official organization business, such as times and places of meetings, provided such use does not interfere with the needs of the department. This privilege may be revoked in the event of abuse after the City Manager consults with representatives of the Union. Solicitation for membership or other internal employee organization business shall be conducted during the non-duty hours of all employees concerned.

City buildings and other facilities may be made available for use by employees or the Union or their representatives in accordance with such administrative procedures as may be established by the City Manager or department heads concerned.

### **16.12 Introduction of New Equipment**

The Union shall be given reasonable advance notice of the introduction of new equipment or new processes which may result in the layoff of employees in the bargaining unit. Thereafter, the City and the Union shall meet for the purpose of discussing possible means of mitigating the impact of the introduction of said equipment upon affected employees. The City shall provide counseling to any displaced employee and shall assist the employee in securing training opportunities which may qualify him or her to be employed in another position with the City. The City shall train employees required to operate such new equipment and shall also review the classifications of those employees so assigned.

### **16.13 Performance Ratings**

Employees shall be furnished upon request with copies of their most recent performance rating reports.

### **16.14 Court Appearance Time**

During the fiscal years covered by this Memorandum of Understanding court appearance time during regular scheduled days off of employees shall be kept to a minimum insofar as the City is reasonably able to control such court appearance time. Employees who appear in court during their off duty hours shall receive a minimum of four (4) hours pay at the overtime rate. Employees who are scheduled to appear in court during their off duty hours and whose appearance is canceled on

the scheduled day of appearance shall receive four (4) hours pay at their straight time hourly rate.

### **16.15 Temporary Positions**

Temporary employment is employment in a position created for a special or temporary purpose for a period of not longer than six (6) months, or temporary employment in a regular existing position for a period not to exceed six (6) months. Such appointment may be made from appropriate eligible registers if available. Service in a temporary appointment may be recognized in determining whether an applicant meets minimum employment standards for a class. Temporary employees shall not receive vacation, holiday pay, sick leave, or other fringe benefits.

Persons retained from employment agencies to fill vacant positions normally occupied by members of this bargaining unit will be subject to the same six (6) month limitation as temporary employees hired by the City to fill such positions. If the Union has reason to believe that the six (6) month limitation on temporary employment is not being observed, the City will furnish to the Union upon request a list of persons serving in temporary positions and the dates upon which they commenced employment.

### **16.16 Employee Development**

In the interest of providing bargaining unit employees with opportunities to enhance their ability to promote, the parties agree to the following:

#### ***Application Process***

For purposes of Transfer Requests, employees are encouraged to submit a resume to the hiring department, outlining their qualifications for the vacancy. Human Resources Department staff will provide consultation on resume preparation to employees as requested.

#### ***Training***

- 1) The City agrees to offer Interviewing Skills training workshops up to two (2) times per fiscal year. Interested employees shall be released from their duties to attend such workshops upon making such a request to their supervisor, and contingent on available coverage.
- 2) The City's computer resources room shall be made available during regular workdays at 7:00 a.m., during the lunch period, and until 6:00 p.m.

#### ***Skills Enhancement Opportunities***

Up to three (3) bargaining unit representatives (1 Clerical, 1 Confidential, 1 Maintenance), shall meet with the Human Resources Director and/or his/her designee for the purpose of identifying and promoting skill enhancement and developmental training needs for bargaining unit members, and to ensure that Transfer and Promotion processes are fairly administered.

Such skill enhancement and developmental training that may be offered may include but is not necessarily limited to computer; written and oral presentation;

communication; interviewing, in addition to other employment-related training offered by the City. Career counseling assistance will continue to be available from the Human Resources Department.

### **16.17 Volunteer Programs**

The Union recognizes the value of active volunteer participation in the City of Hayward; however, volunteers shall not be used to perform bargaining unit work. The parties shall meet as necessary to discuss the use of volunteers in the City.

### **16.18 Community Benefit**

In lieu of the Five Dollars (\$5.00) per employee per year that the City previously contributed to the Central Labor Council Blood Bank of Alameda County in order to enroll members and their dependents in said Blood Bank, the City will contribute Five Dollars (\$5.00) per year per employee on an equal basis, to the following charitable organizations:

Hispanic Community Affairs Council      Emergency Shelter Program  
Friends of the Hayward Public Library      Friends of the Hayward Animal Shelter

### **16.19 Light Duty Assignments**

In the event the City desires to modify Administrative Rule 7.15, Light Duty Work Assignments, the City will discuss changes with the Union.

### **16.20 Implementation of Department of Transportation Alcohol and Drug Testing Program**

- A. The City will provide each supervisor and shop steward with a detailed checklist on steps to take when ordering an alcohol or drug test for reasonable cause, post-accident test, and random test.
- B. Union stewards will attend supervisory training required in Section G. of Administrative Rule 1.91 for Public Works and Facilities Maintenance supervisors.
- C. A Union committee will be afforded site visits at any proposed collection site to observe the facilities prior to its use.
- D. A Union committee will be afforded a site visit at any proposed testing laboratory prior to its use, provided that it is local.
- E. The Union will be allowed input into the selection of the Medical Review Officer assigned to Local 1021 cases.
- F. The Union will be permitted to annually review records kept pursuant to this Administrative Rule and for grievance processing.

G. Eight hours additional training during the first twelve months will be provided to Public Works supervisors on addressing alcohol and drug issues in the work place. Union stewards will be permitted to attend the training.

H. A monthly meeting will be held with the Union stewards, Public Works management, and Human Resources Department to review the process and correct any problem areas.

I. The Union agrees that a clinician from Occupational Health Services will serve as the designated Substance Abuse Professional during the first six months. A Union committee will be afforded the opportunity to meet with the designated SAP from OES. The Union and City will mutually select a SAP.

J. St. Rose Industrial Medical Clinic will be the collection site and PharmChem Laboratories will be the testing facility for the first six months. The Union will have the right to provide input into the decision to continue St. Rose and/or PharmChem after six months.

K. Any employee taking a prescription medication that may impair the ability to safely perform assigned duties (including medications marked with a warning such as "may cause drowsiness", "use caution when operating a motor vehicle or machinery", etc.) shall immediately notify their supervisor that they are taking such a medication, but are not required to reveal the specific medication or purpose. The employee shall contact the Medical Review Officer directly to receive clearance to perform usual duties with medication.

L. An employee who is not on standby duty and is called in to work in an emergency shall notify the supervisor if the employee believes that he or she is not in a state of sobriety for the purpose of driving a commercial vehicle. If sufficiently fit, the employee may be called in for emergency duty and not assigned to drive a commercial vehicle. There will be no penalty to the employee for providing such notice.

M. The terms of this Agreement shall be subject to the grievance procedure. Either the Union or the City may re-open any portion of this agreement after one year.

## **16.21 Communications Center**

The City will continue to develop a problem-solving work team approach to resolving Communications Center issues. The work team will be composed of representatives from the Communications Center staff and will identify and work to resolve such issues as staffing levels, design of work schedules, shift selection and training. The



team and management of the department will work together towards implementation of the team's recommendations.

## **16.22 Employee Recognition**

Employees who are eligible to receive a service award from the City of Hayward shall receive credit for that time spent as a City employee in part-time status, provided such part-time employment is contiguous with full-time employment, or "regular" part-time employment involving a work schedule of twenty (20) hours per week or more.

## **17.00 SEPARABILITY OF PROVISIONS**

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### **17.01 Separability of Provisions**

Should any section, clause or provision of this Memorandum of Understanding be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum of Understanding.

Upon such invalidation the parties agree immediately to meet and negotiate substitute provisions for such parts or provisions rendered or declared illegal or an unfair labor practice. In the event the parties are unable to agree upon substitute provisions the dispute may at the request of either the City or the Union be referred to arbitration for settlement pursuant to the provisions of the Grievance Procedure in this Memorandum of Understanding; but the power of the arbitrator shall be restricted and limited to determining a substitute provision to provide for the same specific objective and purpose of the provision rendered or declared illegal.

## **18.00 NO STRIKE**

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The union, its members and representatives agree that it and they will not engage in or authorize any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties because of any dispute arising during the term of this Memorandum of Understanding; and neither the Union nor any representative thereof shall engage in job action for the purpose of effecting changes of personnel or operations of management or of employees not covered by this Memorandum of Understanding.

## **19.00 LIBRARY PAGES**

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### **19.01 Library Pages**

The classifications of Library Page and Senior Library Page have been assigned to the Clerical and Related Unit for representation purposes. The parties agree that only those terms and conditions of this Memorandum of Understanding set forth in

Sections 19.01 through 19.11 shall apply to Library Pages and Senior Library Pages.

## **19.02 Application of MOU Sections to Library Pages**

The following sections of this Memorandum of Understanding shall apply to Library Pages and Senior Library Pages:

1.01	4.02	8.04	8.11	14.03	15.04	16.08
1.02	4.04	8.05	9.00	14.06	15.05	16.09
1.03	6.01	8.06	9.01	14.08	16.01	16.13
1.04	6.02	8.07	12.01	14.09	16.03	18.00
2.01	7.07	8.08	12.03	15.01	16.04	19.00
2.02	8.01	8.09	13.03	15.02	16.05	
2.04	8.02	8.10	13.04	15.03	16.06	

The City will provide limited benefits to qualifying Library Pages and Senior Library Pages who are budgeted and working in excess of 20 hours per week.

## **19.03 Release Following Promotion**

Any Page serving a probationary period in a position to which he/ she has been promoted who is released prior to completing the probationary period shall be reinstated at the former salary step to a position in the class from which he/she was promoted unless the reason for such release is cause for dismissal.

## **19.04 Compensation for Overtime Work**

Library Pages and Senior Library Pages shall be compensated for overtime work by pay at time-and-one-half (1½) the straight time rate. Overtime is subject to the prior approval of the supervisor and/or department head, and shall only occur when work hours exceed forty (40) in a work week.

## **19.05 Medical Coverage for Pages**

The City will allow qualifying Library Pages and Senior Library Pages to enroll in the City's health and welfare programs.

The City shall provide a monthly contribution of \$150 toward PERS Health care program and/or other health and welfare plans available to unit members. Employees will have the opportunity, but will not be required to enroll in the PERS health care program. If health and welfare premium selected exceeds \$150, the employee will pay the balance through payroll deduction.

## **19.06 Retirement Benefits for Pages**

The City shall pay seven percent (7%) PERS employer contribution on behalf of Library Pages who work twenty (20) or more hours per week. In addition, the City shall pay a maximum monthly contribution of \$280 for Library Pages who work twenty (20) or more hours per week toward the cost of contributions for health, dental, and/or life insurance premiums. Any premium cost that exceeds \$280

monthly will be paid by the employee through payroll deduction. Any residual from the \$280 monthly allocation unspent for health, dental, or life insurance premiums shall not be paid to the employee in cash.

### **19.07 Holidays for Pages**

Library Pages and Senior Library Pages shall be entitled to four (4) hours pay for each full-day holiday observed by full-time employees. In order to be eligible for this benefit, Pages must consistently work a schedule of twenty (20) or more hours per week, with the following exceptions:

Pages who are not otherwise eligible for Holiday Pay, but who are assigned to book box duty on an observed holiday, shall receive time-and-one-half (1½) their straight time rate for scheduled hours worked on such holiday(s).

Employees who are otherwise eligible for holiday pay, and who are required to work on a holiday shall receive pay at the rate of time-and-one-half (1½) their straight time rate for all such hours worked.

### **19.08 Vacation Benefits for Pages**

Only those employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty or more hours per week shall be eligible for vacation leave. Eligible employees shall accrue vacation benefits each payroll period based upon the total number of hours for which the employee was compensated in the payroll period. The amount of vacation so accrued shall be proportionate to that earned by full time employees in the same payroll period. Full time vacation accrual rates are as follows:

<b>Years of Service</b>	<b>Per 80 Hr. Period</b>	<b>Hourly Equivalent</b>	<b>Annual</b>
Up to 5 yrs.	3.08 hrs.	.0385 hrs.	80 hrs.
From 5 to 9 yrs.	4.62 hrs.	.0578 hrs.	120 hrs.
From 10 to 19 yrs.	6.16 hrs.	.077 hrs.	160 hrs.
From 20 yrs.	7.70 hrs.	.0963 hrs.	200 hrs.

The use of vacation shall be subject to the provisions of Section 11.01 of this Memorandum of Understanding. As of December 31 of each year, no employee shall be allowed to maintain a balance of unused vacation leave in excess of twice the allowance earned by the employee in the preceding twelve (12) month period. Exceptions to the foregoing may be permitted upon recommendation of the Library Director and approval of the City Manager.

No vacation shall be granted during the first six (6) months of service. When an employee begins the seventh month of continuous, satisfactory service, vacation leave credits earned from the original date of hire pursuant to the above schedule shall be credited for use.

### **19.09 Sick Leave Benefits for Pages**

Only those employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty or more hours per week shall be eligible for sick leave. Eligible employees shall accrue sick leave benefits each payroll

period based upon the total number of hours for which the employee was compensated in the payroll period. The amount of sick leave so accrued shall be proportionate to that earned by full time employees in the same payroll period. The full time sick leave accrual rate is 3.7 hours per payroll period. The maximum allowable accumulation of sick leave for such employees shall be seven-hundred twenty (720) hours. The use of sick leave so earned shall be subject to the provisions of Sections 13.03 and 13.04 of this Memorandum of Understanding. Eligible employees who are scheduled to work, but who are unable to do so because of illness, shall be charged sick leave in an amount equal to the number of hours of work for which they were scheduled on the day(s) they were unable to work because of illness.

The use of sick leave shall not be permitted during the first ninety (90) days of service. When an eligible employee begins the fourth month of continuous, satisfactory service, sick leave credits earned from the original date of hire pursuant to the above schedule shall be posted for use. Initial crediting of sick leave shall be based on service computed to the nearest half month. Sick leave records shall be maintained on an hourly basis. Sick leave shall be taken in periods of no less than one hour.

Four (4) hours of sick leave per day may be used in the event of illness on the part of a family member living in the employee's home or for the parent of an employee who does not reside in the employee's home. Use of sick leave for this purpose is intended to apply in serious and unforeseen conditions where the presence of the employee in the home is required. A certificate from an attending physician stating nature and extent of the family member's illness may be required in cases of suspected abuse of this provision.

### **19.10 Bereavement Leave for Pages**

Pages shall be allowed one (1) day of bereavement leave upon the death of a close relative provided that the bereavement occurs on a day when the employee is scheduled to work. The amount of bereavement leave provided shall be the number of hours the employee is scheduled to work on that day. Close relatives are defined as parent, grandparent, sibling, spouse and child.

### **19.11 Jury Leave for Pages and Senior Pages**

Employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty or more hours per week shall be eligible for jury leave. Eligible employees shall be granted jury leave up to their scheduled work hours where jury duty occurs during the employee's regular work schedule. Such leave shall be administered under the same conditions as full time employees. Any jury fees received by an employee for days covered by jury leave shall be remitted to the City.

### **19.12 Bilingual Pay for Pages**

Department head shall identify those employees who are required in the performance of their duties to converse with the public in a language other than English. Employees so designated, who have demonstrated their competency in a second language to the satisfaction of the Department Head shall receive bilingual pay as follows: employees scheduled in a .30 position shall be paid \$10.00 and

those scheduled in a .60 position shall be paid \$20.00 per pay period until such time as the designation is revoked.

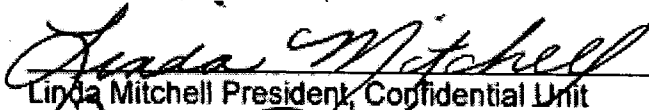
## 20.00 DURATION

This Memorandum of Understanding shall be effective May 1, 2007 and shall remain in full force and effect to and including the 30th day of April 2011 and shall continue thereafter from year to year unless at least sixty (60) days prior to the first day of May 1, 2011, or to the first day of May of any subsequent year, either party shall file written notice with the other of its desire to amend, modify, or terminate this agreement.

### Service Employees International, Local 1021:



Nan Barton, President, Clerical Unit



Linda Mitchell President, Confidential Unit



Naomi Kuwabara Vice President, Confidential Unit



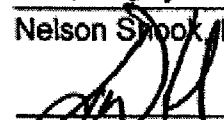
Esther Jobrack Negotiator



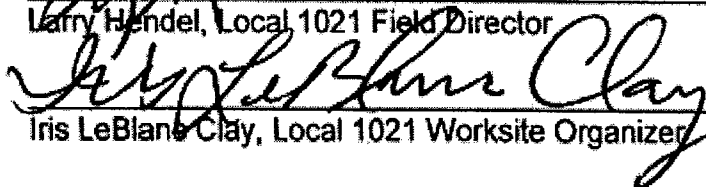
Valerie Davis Negotiator



Nelson Shook, Negotiator

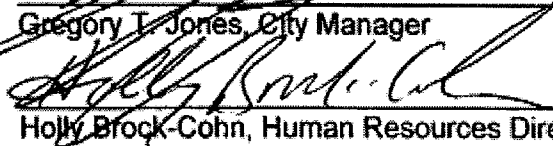


Larry Hendel, Local 1021 Field Director



Iris LeBlanc Clay, Local 1021 Worksite Organizer

City of Hayward:

  
\_\_\_\_\_  
Gregory T. Jones, City Manager  
\_\_\_\_\_  
Holly Brock-Cohn, Human Resources Director

Made and entered into this 13 day of February, 2008.

**APPENDIX A – SALARY INCREASES**

<b>JOB CODE</b>	<b>DESCRIPTION</b>	<b>STEP</b>	<b>05/01/07</b>	<b>05/01/08</b>	<b>05/01/09</b>	<b>05/01/10</b>
155	ACCOUNT CLERK	1	\$19.53	\$21.04	\$22.88	\$23.80
		2	\$20.38	\$21.95	\$23.88	\$24.84
		3	\$21.35	\$23.00	\$25.02	\$26.02
		4	\$22.34	\$24.06	\$26.17	\$27.22
		5	\$23.46	\$25.27	\$27.48	\$28.58
140	ACCOUNTING TECHNICIAN	1	\$24.00	\$25.47	\$27.30	\$28.39
		2	\$25.20	\$26.75	\$28.67	\$29.82
		3	\$26.45	\$28.07	\$30.08	\$31.28
		4	\$27.76	\$29.46	\$31.57	\$32.83
		5	\$29.15	\$30.94	\$33.16	\$34.49
101	ADMINISTRATIVE CLERK I	1	\$16.43	\$17.68	\$19.22	\$19.99
		2	\$17.30	\$18.62	\$20.23	\$21.04
		3	\$18.17	\$19.56	\$21.26	\$22.11
		4	\$19.14	\$20.60	\$22.38	\$23.28
		5	\$20.14	\$21.68	\$23.56	\$24.50
102	ADMINISTRATIVE CLERK II	1	\$18.66	\$20.09	\$21.84	\$22.71
		2	\$19.41	\$20.90	\$22.72	\$23.63
		3	\$20.20	\$21.75	\$23.64	\$24.59
		4	\$21.11	\$22.72	\$24.70	\$25.69
		5	\$22.15	\$23.84	\$25.91	\$26.95
108	ADMINISTRATIVE SECRETARY	1	\$26.11	\$27.59	\$29.44	\$30.62
		2	\$27.18	\$28.73	\$30.66	\$31.89
		3	\$28.26	\$29.87	\$31.87	\$33.14
		4	\$29.31	\$30.98	\$33.06	\$34.38
		5	\$30.49	\$32.22	\$34.38	\$35.76
181	ANIMAL CARE ATTENDANT	1	\$17.36	\$18.48	\$19.86	\$20.65
		2	\$18.09	\$19.25	\$20.69	\$21.52
		3	\$18.81	\$20.02	\$21.52	\$22.38
		4	\$19.62	\$20.89	\$22.46	\$23.36
		5	\$20.60	\$21.93	\$23.57	\$24.51
185	ANIMAL CONTROL OFFICER	1	\$20.45	\$21.98	\$23.86	\$24.81
		2	\$21.50	\$23.12	\$25.09	\$26.09
		3	\$22.48	\$24.16	\$26.23	\$27.28
		4	\$23.53	\$25.30	\$27.46	\$28.56
		5	\$24.63	\$26.48	\$28.75	\$29.90

SEIU LOCAL 1021CLERICAL AND RELATED UNIT

JOB CODE	DESCRIPTION	STEP	05/01/07	05/01/08	05/01/09	05/01/10
165	COMMUNICATIONS OPERATOR	1	\$24.76	\$26.88	\$29.47	\$30.65
		2	\$26.02	\$28.25	\$30.97	\$32.21
		3	\$27.30	\$29.64	\$32.50	\$33.80
		4	\$28.68	\$31.14	\$34.14	\$35.51
		5	\$30.14	\$32.72	\$35.87	\$37.30
169	COMMUNITY SERVICE OFFICER	1	\$21.34	\$23.09	\$25.22	\$26.23
		2	\$22.26	\$24.09	\$26.32	\$27.37
		3	\$23.33	\$25.25	\$27.59	\$28.69
		4	\$24.40	\$26.40	\$28.85	\$30.00
		5	\$25.55	\$27.65	\$30.22	\$31.43
188	CRIME PREVENTION SPECIALIST	1	\$22.03	\$23.42	\$25.15	\$26.16
		2	\$22.97	\$24.42	\$26.22	\$27.27
		3	\$24.05	\$25.57	\$27.45	\$28.55
		4	\$25.17	\$26.77	\$28.74	\$29.89
		5	\$26.36	\$28.03	\$30.09	\$31.29
175	CRIME SCENE TECHNICIAN	1	\$22.56	\$24.25	\$26.32	\$27.37
		2	\$23.56	\$25.33	\$27.49	\$28.59
		3	\$24.66	\$26.50	\$28.76	\$29.91
		4	\$25.78	\$27.70	\$30.06	\$31.26
		5	\$27.01	\$29.03	\$31.50	\$32.76
125	CUSTOMER ACCOUNT CLERK	1	\$19.53	\$21.04	\$22.88	\$23.80
		2	\$20.38	\$21.95	\$23.88	\$24.84
		3	\$21.35	\$23.00	\$25.02	\$26.02
		4	\$22.34	\$24.06	\$26.17	\$27.22
		5	\$23.46	\$25.27	\$27.48	\$28.58
160	DATA SYSTEMS OPERATOR	1	\$20.19	\$21.77	\$23.70	\$24.65
		2	\$21.12	\$22.77	\$24.79	\$25.78
		3	\$22.16	\$23.89	\$26.01	\$27.05
		4	\$23.20	\$25.02	\$27.24	\$28.33
		5	\$24.31	\$26.21	\$28.53	\$29.67
191	LEAD LIBRARY ASSISTANT	1	\$21.19	\$22.54	\$24.20	\$25.17
		2	\$22.27	\$23.68	\$25.43	\$26.45
		3	\$23.33	\$24.81	\$26.64	\$27.71
		4	\$24.48	\$26.03	\$27.95	\$29.07
		5	\$25.76	\$27.39	\$29.41	\$30.59



SEIU LOCAL 1021CLERICAL AND RELATED UNIT

JOB CODE	DESCRIPTION	STEP	05/01/07	05/01/08	05/01/09	05/01/10
187	LIBRARY ASSISTANT	1	\$18.15	\$19.08	\$20.25	\$21.06
		2	\$18.99	\$19.96	\$21.19	\$22.04
		3	\$19.84	\$20.86	\$22.14	\$23.03
		4	\$20.76	\$21.82	\$23.16	\$24.09
		5	\$21.74	\$22.85	\$24.25	\$25.22
198	LIBRARY PAGE	5	\$12.19	\$13.21	\$14.45	\$15.03
112	MAIL & STOCK CLERK	1	\$17.96	\$19.20	\$20.72	\$21.55
		2	\$18.86	\$20.16	\$21.76	\$22.63
		3	\$19.75	\$21.11	\$22.78	\$23.69
		4	\$20.77	\$22.20	\$23.96	\$24.92
		5	\$21.79	\$23.29	\$25.14	\$26.15
134	MAIL CLERK	3	\$10.40	\$11.11	\$11.99	\$12.47
		4	\$10.93	\$11.69	\$12.62	\$13.12
		5	\$11.47	\$12.26	\$13.23	\$13.76
180	PERMIT TECHNICIAN	1	\$21.54	\$24.20	\$27.45	\$28.55
		2	\$22.41	\$25.17	\$28.55	\$29.69
		3	\$23.29	\$26.17	\$29.69	\$30.88
		4	\$24.31	\$27.31	\$30.97	\$32.21
		5	\$25.54	\$28.70	\$32.55	\$33.85
174	POLICE OFFICER TRAINEE	1	\$26.15	\$27.31	\$28.80	\$29.95
		2	\$27.44	\$28.66	\$30.23	\$31.44
119	POLICE RECORDS CLERK I	1	\$17.91	\$19.33	\$21.06	\$21.90
		2	\$18.84	\$20.33	\$22.15	\$23.04
		3	\$19.84	\$21.41	\$23.33	\$24.26
		4	\$20.84	\$22.49	\$24.50	\$25.48
		5	\$21.95	\$23.69	\$25.81	\$26.84
120	POLICE RECORDS CLERK II	1	\$20.36	\$21.98	\$23.96	\$24.92
		2	\$21.17	\$22.86	\$24.91	\$25.91
		3	\$22.02	\$23.77	\$25.91	\$26.95
		4	\$23.00	\$24.83	\$27.06	\$28.14
		5	\$24.13	\$26.04	\$28.38	\$29.52
111	PURCHASING ASSISTANT	1	\$22.81	\$24.67	\$26.95	\$28.03
		2	\$23.75	\$25.69	\$28.06	\$29.18
		3	\$24.68	\$26.70	\$29.16	\$30.33
		4	\$25.61	\$27.70	\$30.25	\$31.46
		5	\$26.59	\$28.77	\$31.42	\$32.68

SEIU LOCAL 1021CLERICAL AND RELATED UNIT

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JOB CODE	DESCRIPTION	STEP	05/01/07	05/01/08	05/01/09	05/01/10
106	SECRETARY	1	\$20.24	\$21.79	\$23.68	\$24.63
		2	\$21.18	\$22.80	\$24.77	\$25.76
		3	\$22.23	\$23.93	\$26.01	\$27.05
		4	\$23.27	\$25.05	\$27.22	\$28.31
		5	\$24.38	\$26.24	\$28.52	\$29.66
156	SENIOR ACCOUNT CLERK	1	\$22.06	\$23.42	\$25.11	\$26.11
		2	\$23.13	\$24.56	\$26.33	\$27.38
		3	\$24.13	\$25.62	\$27.46	\$28.56
		4	\$25.30	\$26.87	\$28.80	\$29.95
		5	\$26.48	\$28.11	\$30.13	\$31.34
100	SENIOR ACCOUNTING TECHNICIAN	1	\$26.41	\$28.03	\$30.04	\$31.24
		2	\$27.71	\$29.41	\$31.52	\$32.78
		3	\$29.07	\$30.85	\$33.06	\$34.38
		4	\$30.52	\$32.40	\$34.72	\$36.11
		5	\$32.07	\$34.04	\$36.48	\$37.94
183	SENIOR ANIMAL CARE ATTENDANT	1	\$19.07	\$20.29	\$21.80	\$22.67
		2	\$19.92	\$21.20	\$22.78	\$23.69
		3	\$20.69	\$22.02	\$23.66	\$24.61
		4	\$21.58	\$22.97	\$24.69	\$25.68
		5	\$22.66	\$24.12	\$25.92	\$26.96
184	SENIOR ANIMAL CONTROL OFFICER	1	\$22.44	\$24.23	\$26.42	\$27.48
		2	\$23.43	\$25.30	\$27.59	\$28.69
		3	\$24.52	\$26.49	\$28.89	\$30.05
		4	\$25.65	\$27.70	\$30.21	\$31.42
		5	\$26.87	\$29.02	\$31.64	\$32.91
164	SENIOR COMMUNICATIONS OPERATOR	1	\$27.96	\$29.93	\$32.35	\$33.64
		2	\$29.37	\$31.44	\$33.98	\$35.34
		3	\$30.84	\$33.02	\$35.69	\$37.12
		4	\$32.37	\$34.65	\$37.45	\$38.95
		5	\$34.00	\$36.40	\$39.34	\$40.91
186	SENIOR CRIME PREVENTION SPECIALIST	1	\$24.22	\$25.76	\$27.66	\$28.77
		2	\$25.25	\$26.85	\$28.82	\$29.97
		3	\$26.46	\$28.13	\$30.21	\$31.42
		4	\$27.68	\$29.43	\$31.60	\$32.86
		5	\$29.00	\$30.83	\$33.10	\$34.42

SEIU LOCAL 1021CLERICAL AND RELATED UNIT

JOB CODE	DESCRIPTION	STEP	05/01/07	05/01/08	05/01/09	05/01/10
130	SENIOR CUSTOMER ACCOUNT CLERK	1	\$22.06	\$23.42	\$25.11	\$26.11
		2	\$23.13	\$24.56	\$26.33	\$27.38
		3	\$24.13	\$25.62	\$27.46	\$28.56
		4	\$25.30	\$26.87	\$28.80	\$29.95
		5	\$26.48	\$28.11	\$30.13	\$31.34
168	SENIOR JAILER	1	\$25.38	\$26.93	\$28.86	\$30.01
		2	\$26.46	\$28.08	\$30.09	\$31.29
		3	\$27.74	\$29.44	\$31.55	\$32.81
		4	\$29.02	\$30.80	\$33.00	\$34.32
		5	\$30.42	\$32.28	\$34.59	\$35.97
189	SENIOR LIBRARY ASSISTANT	1	\$19.76	\$20.91	\$22.35	\$23.24
		2	\$20.65	\$21.85	\$23.34	\$24.27
		3	\$21.59	\$22.85	\$24.41	\$25.39
		4	\$22.54	\$23.86	\$25.49	\$26.51
		5	\$23.62	\$25.00	\$26.72	\$27.79
199	SENIOR LIBRARY PAGE	5	\$13.46	\$14.53	\$15.84	\$16.47
179	SENIOR PERMIT TECHNICIAN	1	\$23.03	\$26.35	\$30.44	\$31.66
		2	\$23.97	\$27.43	\$31.69	\$32.96
		3	\$24.91	\$28.50	\$32.92	\$34.24
		4	\$26.00	\$29.75	\$34.37	\$35.74
		5	\$27.33	\$31.27	\$36.12	\$37.56
121	SENIOR POLICE RECORDS CLERK	1	\$22.08	\$23.82	\$25.95	\$26.99
		2	\$23.09	\$24.91	\$27.14	\$28.23
		3	\$24.25	\$26.17	\$28.52	\$29.66
		4	\$25.34	\$27.34	\$29.78	\$30.97
		5	\$26.56	\$28.66	\$31.23	\$32.48
107	SENIOR SECRETARY	1	\$23.11	\$24.82	\$26.91	\$27.99
		2	\$24.01	\$25.79	\$27.97	\$29.09
		3	\$25.00	\$26.85	\$29.11	\$30.27
		4	\$25.90	\$27.82	\$30.17	\$31.38
		5	\$26.91	\$28.90	\$31.34	\$32.59
103	VETERINARY TECHNICIAN	1	\$24.34	\$26.28	\$28.64	\$29.79
		2	\$25.55	\$27.59	\$30.07	\$31.27
		3	\$26.83	\$28.96	\$31.57	\$32.83
		4	\$28.17	\$30.42	\$33.16	\$34.49
		5	\$29.58	\$31.94	\$34.81	\$36.20

JOB CODE	DESCRIPTION	STEP	05/01/07	05/01/08	05/01/09	05/01/10
400	ADMINISTRATIVE CLERK I (CONF)	1	\$17.27	\$18.59	\$20.20	\$21.01
		2	\$18.15	\$19.53	\$21.22	\$22.07
		3	\$19.07	\$20.53	\$22.31	\$23.20
		4	\$20.11	\$21.64	\$23.52	\$24.46
		5	\$21.14	\$22.75	\$24.72	\$25.71
401	ADMINISTRATIVE CLERK II (CONF)	1	\$19.60	\$21.10	\$22.93	\$23.85
		2	\$20.40	\$21.96	\$23.87	\$24.82
		3	\$21.19	\$22.82	\$24.81	\$25.80
		4	\$22.13	\$23.82	\$25.89	\$26.93
		5	\$23.23	\$25.01	\$27.19	\$28.28
420	ADMINISTRATIVE SECRETARY (CONF)	1	\$27.42	\$28.98	\$30.93	\$32.17
		2	\$28.54	\$30.17	\$32.20	\$33.49
		3	\$29.67	\$31.36	\$33.46	\$34.80
		4	\$30.76	\$32.51	\$34.70	\$36.09
		5	\$32.00	\$33.82	\$36.09	\$37.53
418	EXECUTIVE ASSISTANT	1	\$28.69	\$30.83	\$33.45	\$34.79
		2	\$30.01	\$32.25	\$34.99	\$36.39
		3	\$31.36	\$33.70	\$36.57	\$38.03
		4	\$32.70	\$35.14	\$38.13	\$39.66
		5	\$34.16	\$36.70	\$39.82	\$41.41
415	LEGAL SECRETARY I	1	\$22.28	\$23.50	\$25.02	\$26.02
		2	\$23.46	\$24.74	\$26.34	\$27.39
		3	\$24.68	\$26.03	\$27.72	\$28.83
		4	\$26.01	\$27.43	\$29.21	\$30.38
		5	\$27.39	\$28.89	\$30.77	\$32.00
416	LEGAL SECRETARY II	1	\$23.97	\$25.68	\$27.78	\$28.89
		2	\$25.36	\$27.17	\$29.39	\$30.57
		3	\$27.27	\$29.22	\$31.61	\$32.87
		4	\$27.85	\$29.84	\$32.27	\$33.56
		5	\$29.28	\$31.37	\$33.93	\$35.29
413	SECRETARY (CONF)	1	\$21.27	\$22.91	\$24.91	\$25.91
		2	\$22.23	\$23.94	\$26.03	\$27.07
		3	\$23.36	\$25.16	\$27.36	\$28.45
		4	\$24.46	\$26.34	\$28.64	\$29.79
		5	\$25.56	\$27.53	\$29.93	\$31.13

JOB CODE	DESCRIPTION	STEP	05/01/07	05/01/08	05/01/09	05/01/10
414	SENIOR SECRETARY (CONF)	1	\$24.27	\$26.07	\$28.27	\$29.40
		2	\$25.19	\$27.06	\$29.34	\$30.51
		3	\$26.23	\$28.17	\$30.55	\$31.77
		4	\$27.17	\$29.19	\$31.66	\$32.93
		5	\$28.25	\$30.34	\$32.90	\$34.22

**APPENDIX B – TOTAL EQUITY ADJUSTMENTS**

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<b>JOB CODE</b>	<b>DESCRIPTION</b>	<b>Total Equity</b>
155	ACCOUNT CLERK	13.75%
140	ACCOUNTING TECHNICIAN	9.15%
101	ADMINISTRATIVE CLERK I	13.52%
102	ADMINISTRATIVE CLERK II	13.60%
108	ADMINISTRATIVE SECRETARY	7.82%
181	ANIMAL CARE ATTENDANT	10.02%
185	ANIMAL CONTROL OFFICER	13.15%
165	COMMUNICATIONS OPERATOR	16.25%
169	COMMUNITY SERVICE OFFICER	15.20%
188	CRIME PREVENTION SPECIALIST	9.70%
175	CRIME SCENE TECHNICIAN	13.05%
125	CUSTOMER ACCOUNT CLERK	13.75%
160	DATA SYSTEMS OPERATOR	14.03%
191	LEAD LIBRARY ASSISTANT	9.73%
187	LIBRARY ASSISTANT	6.20%
198	LIBRARY PAGE	15.44%
112	MAIL & STOCK CLERK	11.35%
134	MAIL CLERK	11.35%
180	PERMIT TECHNICIAN	27.20%
174	POLICE OFFICER TRAINEE	4.25%
119	POLICE RECORDS CLERK I	14.28%
120	POLICE RECORDS CLERK II	14.40%

111	PURCHASING ASSISTANT	15.05%
106	SECRETARY	13.47%
156	SENIOR ACCOUNT CLERK	9.26%
100	SENIOR ACCOUNTING TECHNICIAN	9.14%
183	SENIOR ANIMAL CARE ATTENDANT	9.99%
184	SENIOR ANIMAL CONTROL OFFICER	14.55%
164	SENIOR COMMUNICATIONS OPERATOR	11.78%
186	SENIOR CRIME PREVENTION SPECIALIST	9.70%
130	SENIOR CUSTOMER ACCOUNT CLERK	9.26%
168	SENIOR JAILER	9.12%
189	SENIOR LIBRARY ASSISTANT	8.25%
199	SENIOR LIBRARY PAGE	14.56%
179	SENIOR PERMIT TECHNICIAN	33.25%
121	SENIOR POLICE RECORDS CLERK	14.28%
107	SENIOR SECRETARY	12.81%
103	VETERINARY TECHNICIAN	14.42%
400	ADMINISTRATIVE CLERK I (CONF)	13.52%
401	ADMINISTRATIVE CLERK II (CONF)	13.60%
420	ADMINISTRATIVE SECRETARY (CONF)	7.87%
418	EXECUTIVE ASSISTANT	12.99%
415	LEGAL SECRETARY I	7.19%
416	LEGAL SECRETARY II	12.05%
413	SECRETARY (CONF)	13.67%
414	SENIOR SECRETARY (CONF)	12.81%

## APPENDIX C - SIDE LETTERS

### HAYWARD – 790 NEGOTIATIONS 2000 Tentative Agreement

#### SIDE LETTER ON SUBCONTRACTING Maintenance and Clerical

As a policy, the City of Hayward affirms its commitment to maintaining the integrity of the Local 790 bargaining unit work and actively seeking ways to preserve jobs and provide career opportunities within the City Workforce.

In keeping with this policy the city will reserve the use of subcontracting for work that requires special skills not currently within the city workforce, equipment not currently owned by the city, constitutes a discrete, non-recurring, project or is seasonal in nature, or results from an emergency situation. The parties expect that during the term of the MOU work may need to be subcontracted because the work has met one or more of the above-mentioned criteria.

The city is currently obligated by a number of contracts to perform bargaining unit work, which may or may not conform to the above-mentioned criteria, for example some landscaping work. The union will make no claim to work covered by those contract until those contracts expire. The City Manager or designee shall provide the union with information as to the scope of work currently contracted, to whom the work is contracted, the cost associated with those contracts, and the duration of the contracts. The union may request additional information as needed.

Effective July 2000, no less than 60 days prior to the contracting of work or services for the above-mentioned criteria or as soon as possible in the case of an emergency the city shall notify the Union. The City Manager or designee shall provide the union with information as to the scope of work to be contracted, to whom the work is to be contracted, the cost associated with those contracts, and the intended duration of the contracts. The union may request additional information as needed.

During the term of this agreement the parties agree to meet for purposes of evaluating work that could potentially be performed by Local 790 employees. The Union will also be provided information regarding the use of temporary city employees. The Union may make recommendations regarding additional 790 staffing based upon considerations to include but not limited to cost effectiveness, efficiency, quality, and city standards. The parties shall receive training in interest-based problem solving techniques and shall make every effort to use a collaborative approach in evaluating contracted work.

Date June 5, 2002

City By Tracy Buchanan

SEIU 790 [Signature]



**SIDE LETTER OF AGREEMENT  
FLEXTIME**

City of Hayward - SEIU Local 1021

Employees wishing to work a flex time schedule (that is, a schedule with varying daily start times) shall be permitted to do so with the approval of the department head or designee. Employees must submit a proposed flex time schedule in writing to the department head or designee. Employees should indicate in their proposal the details of their intended schedule, including starting and ending times and a description of arrangements or agreements designed to assure the timely and effective completion of the employee's work, and how the proposed schedule could enhance services to the public and/or improve employee morale and productivity.


The department head or designee shall respond to the proposal within 30 calendar days. His/her decision is not grievable.


Date:

2/13/08

Date:

2/13/08

  
For the City

  
For the Union

